

**MEETING OF CRASTER PARISH COUNCIL**  
**Thursday 22nd February 2018 – 7.00pm in the Craster Memorial Hall**

**Agenda**

The Parish Council may, by resolution under the Public Bodies (Admission to Meetings) Act 1960; S1, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

**THE MEETING WILL OPEN WITH PUBLIC QUESTIONS**

**2361 Declaration of interests**

**2362 Apologies for absence**

**2363 Reason for change of meeting date** – verbal update and explanation to be provided by the Clerk

**2364 Confirmation of the Minutes for the Meeting of 18<sup>th</sup> January 2018**

**2365 Matters Arising**

Verbal update from Clerk on Listing of Bottom Yard as a Community Asset

Thank you to those who responded to NALC's second home survey – our response was formally submitted at the beginning of February.

**2366 Election of Chair and Vice-Chair** – Councillors are asked to consider nominations for the roles of Chair and Vice-Chair of Craster Parish Council

**2367 Advertising of Casual Vacancies** – report from Clerk provided.

**2368 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

G. Youll and Son - £1,182.00

d. **Cheques required**

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

PAYE (Dec-Jan 2017) £60.00

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

**2369 County Councillor's report - circulated**

Questions to the CC

**2370 Parish Clerk – line management**

Verbal update from Cllr Ann Fettis on line management duties and contract of employment for the Clerk.

**2371 Leader Grant** – report to Council on current position of Craster Trail project

- Cllr Rosie Robson – update on Stone wall

**2372 EJBC (Embleton Joint Burial Committee)**

Verbal update from Cllr Bryn Owen

**2373 Planning Matters**

**17/04293/FUL** | Proposed erection of two, three bedroom detached residential dwelling.

Land South West Of Chapel Row Dunstanburgh Road Craster Northumberland – Current position.

**18/00100/FUL** | Construction of a two storey side extension with balcony to first floor and alterations to windows | 39 Dunstanburgh Road Craster – Current position.

**18/00520/FUL** | Erection of two dwelling houses with underground garages. | Land To North Of Heugh View Dunstan Village Dunstan Northumberland – Current position.

**2374 Consideration of the listing of the Radar station in Craster** – report by Cllr Bryn Owen on the listing of the Radar Station.

**2375 Application for Conservation Area status**

Update to be provided on the request that the Parish Council apply for ‘Conservation Area’ status of Craster Harbour. Vote must be held.

**2376 Review of Standing Orders** – report included along with a copy of the Council’s current Standing Orders.

**2377 Craster Parish Council website** – see - <https://northumberlandparishes.uk/craster>

- Report from Clerk on current situation.

**2378 New notice boards** – verbal update from Cllr Ann Fettis

**2379 Being Active Matters** – report from Clerk attached.

**2380 NEED Ltd minibus service** – see report attached.

**2381 Broadband connection for the memorial hall** – update on current situation to be provided

**2382 Craster Community Trust** – report from Parish Council representative

**2383 Correspondence received**

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.

**2384 Parish Council Administration** – see attached report from Parish Clerk on new General Data Protection Regulations.

Update on Declaration of Interest Forms to be provided by the Clerk

**2385 Items for Next Agenda**

**2386 Date and Time of Next Meeting**

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

**Open to Public & Press**

**MINUTES OF MEETING OF CRASTER PARISH COUNCIL**  
**Thursday 18<sup>th</sup> January 2018**

**Councillors Present**

**Chair:** Bryn Owen,

**Parish Council members:** Elizabeth Pearson, Mark Green, Ann Fettis and Rosie Robson.

**In Attendance:** NCC Councillor Wendy Pattison; 3 members of the public and NCC Director of Local Services Paul Jones

**Clerk:** Adam Shanley

**2387 Declaration of interests**

Cllrs Rosie Robson, Elizabeth Pearson and Mark Green all declared interests in matters arising from the meeting.

**2388 Apologies for absence**

Apologies were received from Cllrs Martin Smyth, Henry Cummins and Margaret Brooks.

The Chair also reported that Cllr Alan Punton had notified him of his decision to resign from the parish Council.

The Chair thanked Cllr Punton for his service which was echoed by other Councillors present and it was resolved that the Clerk should write a letter of thanks to Cllr Punton for his service to the community.

**2389 Confirmation of the Minutes for the Meeting of 16<sup>th</sup> November 2017**

The Minutes of the Parish Council Meeting held on 16<sup>th</sup> November 2017 were unanimously accepted as an accurate record by all Councillors present.

Proposer: Cllr Mark Green

Seconder: Cllr Ann Fettis

The Chair signed the Minutes.

**2390 Matters Arising**

The Clerk thanked those who had attended the Craster Trail volunteering day reporting that this had been a very successful day despite the poor weather.

The Chair also thanked the Community Trust and all those who had been involved in organising the Christmas tree.

**2365 Car Park petition** – report by Paul Jones, Director of Local Services and Housing at NCC.

Director of Local Services at Northumberland County Council (NCC) Mr Paul Jones attended the Council Meeting and presented proposals for an extension to the existing public car park in Craster. Cllr Owen advised that 300 people had signed a petition for better car parking provision at Craster and advised that he had attended the June 2017 Petition meeting at NCC as a representative of the Parish.

Mr Jones advised that the need for this had arisen due to the issues of excess car parking in the Parish at peak times during the year.

Mr Jones advised that this represented a £225,000 investment for the Craster Parish and would be self-funding over a period of 3 years with the suggested increase of car parking charges put forward by the Parish Council.

Mr Jones advised that the works would be carried out between Nov 2018 – Feb 2019 if this was approved. The reason being that there was a 16% usage only of the existing car park during this period and the quarry would need to be closed for health and safety during this period.

Mr Jones did advise that there would be a provision of new EV charging car spaces in the new car park.

Cllr Ann Fettis asked for more information about the number of spaces needed based on last year figures.

### 2391 Financial matters

a. **Bank Balance** – £19,878.59 on 11/01/2018

b. **Received since** 16/11/2017

Cheque of £50.00 from Craster Community Trust towards the cost of the Christmas tree.

c. **Spent since** 16/11/2017

Clerk wages & expenses (Nov-Dec) - £312.00

PAYE (Aug 2017) £78.00

Hobberlaw Plants - £125.00

Craster Community Trust - £50.00 for the hire of the Hall for Parish and Council meetings.

The Clerk thanked the Community Trust for their contribution towards the cost of the Christmas Tree.

d. **Cheques required**

Clerk wages & expenses (Dec-Jan 2017) - £224.00

PAYE (Dec-Jan 2017) £56.00

G Youll and Son Fencing £1,182.00

e. **Discussion of precept for 2018/19**

The Chair advised that there would be a public meeting held on 23<sup>rd</sup> January where two options would be put to the Parish – either keeping the precept at the existing £3K or to reduce this to £2.5K for the year.

### 2392 County Councillor's report - circulated

County Councillor Wendy Pattison presented her report for the month to the Parish Council, advising that she would recommend making the harbour of Craster a conservation area and that she was willing to put £9,000 of her Member's Allowance towards such a scheme should the Parish agree to this. The Chair advised that this would be put to the Parish meeting on 23<sup>rd</sup> January.

### 2393 Clerk's appointment

Councillors were asked to consider the Chair's proposal that the probationary period of the appointment of the Clerk had been successfully completed and to confirm the appointment of Adam Shanley as the permanent Clerk. At this point during the meeting The Chair asked the Clerk to leave the room whilst Councillors considered the proposal.

Cllr Bryn Owen proposed this and his proposal was seconded by Cllr Elizabeth Pearson and was unanimously accepted by the parish Council. The Clerk thanked Councillors and Councillors thanked the Clerk for his service to date.

- Contract of employment – report attached to these Minutes. Cllr Ann Fettis advised that she had received a template contract of employment from NALC and that she and Cllrs Martin Smyth and Cllr Bryn Owen needed to consider some of policies in relation to holiday pay, sick pay, etc. and that she would seek further advice on this. The Clerk recommended that SLCC be consulted on the matter.

### 2394 Leader Grant – report attached to these Minutes.

The Chair reported that the Leader funded Craster Trail project was progressing well with the bridge having been installed recently.

Councillors were asked to approve the designs set out by CIS Furniture Ltd. There was some concern expressed that not every business had been contacted to have their business advertised by the finger posts and the Chair and Cllr Rosie Robson advised that they would look into this matter.

On the design of the signs, Councillors agreed that blue signage with white lettering should be chosen as the preferred option.

The Clerk advised that the original deadline for submitting the Funding Claim was at the end of January but did advise that he would contact NCC as this would have to be extended owing to the time it would take to create the signs.

### **2395 EJBC (Embleton Joint Burial Committee)**

The Chair advised that the Committee were looking into the renovation of the Cemetery House with a view to eventually be used as an affordable house in the Parish.

The Chair also advised that the Burial Committee were also looking for volunteers to assist in the clear up of the site and that the committee had also gone out to tender for the grass cutting works to be carried out.

### **2396 Planning Matters**

**17/03658/FUL** | Change of use of buildings formerly used as garage/storage, office and small washroom to 2 new homes with external car parking and amenity space. | Land South East Of Lifeboat House Haven Hill Craster Northumberland – The Chair advised that this application was approved at the committee meeting of the North Northumberland Local Area Council meeting on 22<sup>nd</sup> December, subject to a number of conditions being fulfilled.

**17/04293/FUL** | Proposed erection of two, three bedroom detached residential dwelling. Land South West Of Chapel Row Dunstanburgh Road Craster Northumberland

The son of the applicant attended the meeting and advised he would be interested to know the view of the committee on this application. The Clerk advised that the Council's comments had already been submitted to the NCC planning portal on 22<sup>nd</sup> December and that a number of other comments had been submitted in respect of this application from 6 statutory consultees and 11 residents. The date for consultation had closed by the time of the meeting.

### **2397 Application for the listing of land at the Bottom Yard as a community asset –**

The Chair advised that an application for listing the Bottom Yard as a Community Asset had been submitted to NCC and asked that the Council support the listing of the land. The Clerk defined what criteria the application would be judged against and it was felt that this should not be done by the majority of the Councillors in attendance.

However, Cllr Mark Green did provide a report asking that the Council consider what other assets should be listed as community assets eg Church, Memorial Hall, Football Field, Football Changing Rooms, Jolly Fisherman, Cottage Inn. The Chair advised that this would be put to the Parish meeting on 22<sup>nd</sup> December.

### **2398 Consideration of the listing of Historic Buildings in the Parish**

The Chair asked the meeting to consider listing a number of historic buildings in the Parish and provided a verbal report on the two documents informing of the procedure for this depending on the use of the buildings. The buildings the Chair would like to have considered included the Smokehouse and the Radar Station.

### **2399 Application for Conservation Area status**

The Chair presented a report to the Council and asked Councillors to consider a recommendation that the Parish Council apply for 'Conservation Area' status of Craster Harbour. The meeting were advised that County Councillor Wendy Pattison would be willing to put £9,000 of her Member's Allowances to fund this.

### **2400 Speed limits –** the Chair provided a verbal report that NCC were working on implementing the new speed limits as discussed in the last Parish Meeting.

### **2401 General Power of Competence –** The Chair had wished that Councillors consider a proposal that the Parish Council should seek to obtain the General Power of Competence at the earliest opportunity. During the meeting, the Chair advised that the Council is now unable to apply for the General Powers of Competence as a recent resignation on the Council meant that the Council did not meet the criteria required for applying for General Power of Competence.

### **2402 NALC Second Home Survey –** The Clerk reported that NALC were seeking the views of local Parish Councils on second homes in their communities. As this is a big issue in Craster, with a high proportion of second homes, it was advised that a full questionnaire previously circulated and abridged questionnaire attached to the Agenda be

returned to the Clerk by 19/1/18.

**2403 Howick Boundary Change** – the Council resolved to allow the boundary changes to allow for Howick Community Centre to be within the Howick boundary as opposed to within the Craster Parish boundary.

**2404 Craster Parish Council Web Site – Councillors were asked** to consider a recommendation that the Parish Council apply for a grant from the transparency fund to set up the new website as funding was available for this work. It was agreed that the history society should be contacted to formulate some information about the history of the Parish and that the Clerk would look into the community and Councillors section of the website. Cllr Ann Fettis asked that we link the website with a new Craster Parish Facebook page.

**2405 January Public Meeting** – the Chair advised that a Parish meeting had been called on 22<sup>nd</sup> January and presented his draft agenda to the meeting for their consideration. Cllr Ann Fettis did express that the Council should look into different methods of communicating with the Parish rather than do a flyer drop – e.g. an official Facebook page be set up. It was resolved that Cllr Fettis and the Clerk would look into this.

**2406 New Notice Boards –**

Cllr Ann Fettis asked Councillors to consider a recommendation to purchase new notice boards for use by the community at a higher cost than previously advised at the last meeting. The recommendation was unanimously agreed by the Parish Council.

**2407 Broadband connection for the memorial hall – report and costing attached**

Cllr Mark Green provided a report on this issue seeking different costs for an internet and phone connection in the hall. Cllr Green asked the Council to consider a recommendation to apply for a grant from the transparency fund for installation of a broadband line into the memorial hall. Some concern was expressed about who would manage the use of the phone. Cllr Rosie Robson advised that phone calls abroad and to expensive lines could be blocked easily with the landline provider.

Proposal was put to Parish Council to apply for the grant funding.

Proposer: Cllr Mark Green

Seconder: Cllr Ann Fettis

Unanimously accepted by the Council.

**2408 VCS Support Services Commission Consultation**

The Chair asked that the Parish Council consider a recommendation to set up a task force to formulate a response to the VCS Support Services Commission Consultation. It was resolved that a draft would be formulated and sent round to Councillors for approval.

**2409 Craster Community Trust**

Cllr Ann Fettis advised that the Trust would soon be hosting a film night in the Memorial Hall and encouraged Councillors to spread the word and promote the event. Cllr Ann Fettis also advised that the Trust would be installing plaques in the Hall and that there would be an official opening ceremony for these.

**2410 Application to become a 'Star' Council**

The Clerk advised that NALC were again seeking applicants for their annual Star Council awards. This has proven popular with other local Councils in the past and the purpose of the awards was to highlight to central Government all the work which is carried out by local Town and Parish Councils for their community. The Council agreed to consider the proposal.

**2411 Correspondence received**

E-mail requesting a Memorial Bench along the coastal walk from Craster to Dunstanburgh castle – Clerk has advised resident that this is the responsibility of the National Trust  
Correspondence received from Dave Bonser & Gill Starkey requesting Council position on planning application 17/04293/FUL – Clerk advised this would be published on NCC portal  
E-mail received from County Councillor Wendy Pattison to advise that the pavement repairs at Heugh Wynd were delayed due to poor weather – Clerk reported this to Councillors  
Letter received from Bailiffgate museum requesting a donation and asking if we would like them to come to our February meeting – CPC to decide on this at the next meeting.

**2412 Standards Committee** – The Chair reported that he had recently joined the Standards Committee of Northumberland County Council and asked that Councillors consider his recommendation that the NCC code with respect to Gifts and Hospitality be adopted as part of the Parish Council's own Code of Conduct.  
Proposer: Cllr Ann Fettis  
Seconder: Cllr Rosie Robson

**2413 Parish Council Administration**

Councillors were asked to consider a proposal to hold an informal meeting of the clerk and councillors to discuss council policies, division of duties and coordination processes. It was agreed that this meeting would be held at a later date in February.

**2414 Change of time of Parish Council meetings**

Following correspondence from the Community Trust advising that the Hall would be available from an earlier time in the evening, Councillors were asked to consider changing the start times of the Parish Council meetings from 7:15pm to 7:00pm. This was unanimously agreed by the Council.

**2415 Information Share**

The Chair gave a brief summary advising that he had attended his first NCC Standards Committee meeting and had found this most informative.

**2416 Items for Next Agenda**

**The Clerk reminded Councillors that any items they'd like to have on the Parish Council Agenda needed to be put to the Clerk at least 5 working days prior to the date of the meeting.**

**2417 Date and Time of Next Meeting**

The next meeting of the Council is to be held at 7.00pm on 22<sup>nd</sup> February 2018.

**Open to Public & Press**

# NOTICE OF VACANCY

## PARISH OF CRASTER

1. Two vacancies have occurred on the above named Parish Council due to :-
  - 1) Failure to accept office
  - 2) The resignation of a Councillor.
2. In order for a by-election to be held, 10 electors from the Parish must make such a request in writing, within 14 days of the date of this notice, (not including Saturdays and Sundays and Dies Non), to the Returning Officer at the address given below.
3. If notice in writing is not forthcoming from 10 electors, then the existing Parish Council may then fill the vacancies by co-option.
4. The address of the Returning Officer, to whom all requests for an election, and all other enquiries relating to this notice and any other election issue should be directed, is :-

Elections Office  
Northumberland County Council  
County Hall  
Morpeth  
Northumberland  
NE61 2EF

Tel: 01670 624811  
E Mail: [elections@northumberland.gov.uk](mailto:elections@northumberland.gov.uk)

Date.....

Signed.....Parish Clerk

Address of Parish Clerk.....

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Craster Parish Council - Financial Position @ 18th February 2018			
<b>RECEIPTS</b>			<b>This Year</b>
		Precept	£3,000.00
		Bank/VAT	£11,115.50
		Refunds	£550.00
		Misc	£88.39
		<b>TOTAL RECEIPTS</b>	<b>£14,753.89</b>
<b>PAYMENTS</b>			<b>This Year</b>
		Salary	£2,161.78
		HMRC	£540.20
		Grants/ Donations	£956.34
		Travel	£95.33
		Postage Etc	£6.77
		Burial Cmttee	£-
		Admin	£262.98
		Misc	£2,608.70
		VAT	£192.41
		Bank	£-
		<b>TOTAL PAYMENTS</b>	<b>£6,824.51</b>
		Increase/Decrease in Funds	£7,929.38
9,921.61		Funds at start of the year	9,921.61
		<b>Funds at end of the year</b>	<b>£17,850.99</b>

# COUNTY COUNCILLOR REPORT

## County Councillor Wendy Pattison

[wendy.pattison@northumberland.gov.uk](mailto:wendy.pattison@northumberland.gov.uk) – Tel. 07779 983072



### Craster Parish

**48 Extra Car Parking spaces for the Craster Car Park** - Various meetings were held between myself as the Longhoughton Ward County Councillor, County Councillor Glen Sanderson, Portfolio Holder for Environment and Local Services and the Chairman of Craster Parish Council, Cllr Bryn Owen to try and resolve Craster's serious lack of car parking places. Residents at a Public Meeting held on 23<sup>rd</sup> January gave their strong support for the proposed scheme to go ahead and extend the present car park and to create more car parking space.

### Defining a Conservation Area



I was very disappointed as you all know when planning permission was granted at the Area Council meeting in December for 2 holiday lets at **Land South East of Lifeboat House, Haven Hill**. Listing this building was not accepted by Historic England and my attention then turned to trying to safeguard the Harbour area which is currently not a designated conservation area.

**Craster is the jewel in Northumberland's crown, visitors flock to see this wonderful and unspoilt fishing village. The harbour area and surrounding buildings are part of Craster's deep heritage and should be cherished and safeguarded for the future.**

If Councillors agree that this could be a Conservation Area, I will donate £9k from my Members Allowance towards Conservation resources in order to do this work. The Conservation department is currently busy with a designated Conservation area for Beadnell so this won't be a quick fix.



Conservation areas are places of special architectural or historic interest with character or appearance which is desirable to preserve or enhance.

### **How are they designated?**

These areas are designated by local authorities who assess the 'specialness'. A conservation area recognises, protects and celebrates areas of special character to protect the area and its features.

### **Consultation**

Before NCC review a present conservational area, or designate a new one, they consult a range of local groups and people. NCC are required to give notice of this in a local newspaper and the *London Gazette*.

### **What defines 'special character' in a conservation area?**

A conservation area will typically have a concentration of historic buildings, but its character and interest can come from other factors, including:

- views in and out of the area
- historic layout of property boundaries and roads
- character and architectural style
- social and historic associations
- how people experience places at different times of day and night and seasonally
- locally important buildings
- characteristic building materials
- open spaces, green areas, parks and gardens, trees
- street furniture, e.g. lamp posts, bollards, seating
- colours and textures
- local distinctiveness and sense of place

Character can also draw on more abstract ideas such as sounds, environmental conditions and historical changes, which create a distinctive sense of place, a feature that's wholly protected.

There are more than 8,000 conservation areas in England, with 69 in Northumberland

**Longhoughton Ward (Nine) Parish Council meetings** – The next meeting will be on **Friday March 9<sup>th</sup> 2018 at 6.30pm at the Thrunton Trout Fishery**. Mr Bob Hodgson, NCC Area Manager for Neighbourhood Services and Mr Mitch Young, Maintenance Engineer, (North) will attend this meeting and will discuss with all nine Chairmen from all the Parishes in the Longhoughton Ward who may have any issues in their areas regarding Drainage, Flooding, Roads, Refuse, Litter Bins, Hedges, Grass Cutting etc.

**Carillion** - The council's exposure to Carillion going into liquidation is minimal. There are no major contracts currently onsite where Carillion have involvement and no contract awards pending. The company was involved in some snagging work at Ashington Lesiure Centre and the Morpeth Northern Bypass to the value of around £80,000, which the council will now be looking to pick up.

Carillion also undertakes the ongoing maintenance for West Hartford and Pegswood Fire Stations as a sub-contractor, with a contract valued around £150,000 annually. Another sub contractor will be sourced for this work.

## **NEED Ltd**

**North East Equality & Diversity Ltd**

North East Equality & Diversity (NEED) Ltd is a disability and community transport organisation based in Alnwick, Northumberland. The organisation was formed in 2002 under the name of *Transport in North Northumberland* providing services to North Northumberland. In 2010 the name and geographical area was changed to encompass the diversity of service users and became *North East Equality & Diversity (NEED) Ltd* and expanded to cover the North East and Border Regions, however, we still retain a particular emphasis on Northumberland.

One of the main charitable aims is the provision of accessible affordable transport to those most vulnerable in the community, this includes older people, those who have a disability i.e. physical disability, mental health issues, those who are rurally or/and socially isolated, young people and those who are unable to afford appropriate public or private transport.

### **Alnwick Car Scheme**

Door-to-door transport for individuals – up to 6 seats – to allow access to services (e.g., health appointments, social events, shopping).

### **Minibus Transport**

Door-to-door transport delivering subsidised services enabling access to health, social and leisure services and access to fresh food outlets.

### **Group Transport**

Specialised transport for a range of community transport and needs including residential care homes and local community groups.

### **Individual Transport (MPV)**

Fully accessible Multi-Purpose Vehicles for individual use and for families requiring disabled access to transport. For more information, contact - **NEED Ltd, South Road, Alnwick, NE66 2PA, Tel: 01665 605780, needadmin@btconnect.com**

**Weed Control and Blue Weeds** – Effective weed control in public places is challenging and there has to be a certain amount of weed growth before it can be treated. In recent years it was nationally decided that decades of residual weed killers which by their nature are highly toxic led to a build-up of chemicals in rivers and water courses. As a result, EU rules and legislative changes in the UK meant that residual herbicides were withdrawn

leaving local authorities with the option of using only 'contact' treatments, so that only authorised products which are predominantly glyphosate based and are only effective on actively growing plants. In order to deliver improvements to weed control operational resources will be increased with 2 additional seasonal employees in all five Area Council areas. As part of the weed control activity NCC will be adding blue dye (harmless) to the herbicide used. This is completely non-toxic and provides visual assurance to everyone that the weeds have been sprayed and no areas missed. The dye breaks down over time and is no longer visible. This approach has been used successfully by Durham County Council for the past 5 years

**County Councillor Members Allowance** – All Councillors get £15,000 to spend on their Communities. Since I was elected in May 2017 I have donated the following amounts from May 4<sup>th</sup> 2017 until March 31<sup>st</sup> 2018.

1. Contribution towards construction of new toilet facilities at Howick Village Hall - £2,000
2. Contribution towards the installation of new drainage at St John the Baptist Church, Edlingham Village - £2,000
3. Contribution towards Traffic Calming (design) B1339, Main Street Embleton 20mph speed limit/zone - £2,000.
4. Contribution towards footpath resurfacing and reconstruction works at Boulmer Village and at Heugh Wynd, Craster - £9,000.

## **Application for a Conservation Area Report to Craster Parish Council**

**Item 2375**

Councillors are reminded that both at the last Parish Council meeting and the Full Parish meeting, they were asked to consider making an application for a Conservation Area to be defined in Craster. Councillor Pattison as suggested that the Parish Council seek to have the harbour of Craster designated as a Conservation area. At the last Parish Council meeting, there was a resolution in the agenda to set up a task force to investigate this. County Councillor Wendy Pattison also offered to pay £9,000 from her Members' Allowances to facilitate this should the Parish Council want to proceed with this. At both the Parish Council meeting and the Parish meeting, the proposal of a Conservation Area did not gain much support.

**Councillors are asked to vote formally on whether they would like this or not.**

### **Reminder.**

The guide on the CC web site indicates:

***Conservation areas are places of special architectural or historic interest with character or appearance which is desirable to preserve or enhance.***

#### ***How are they designated?***

***These areas are designated by local authorities who assess the 'specialness'. A conservation area recognises, protects and celebrates areas of special character to protect the area and its features.***

#### ***Consultation***

***Before we review a present conservational area, or designate a new one, we consult a range of local groups and people. We're required to give notice of this in a local newspaper and the London Gazette.***

#### ***What defines 'special character' in a conservation area?***

***A conservation area will typically have a concentration of historic buildings, but its character and interest can come from other factors, including:***

- ***views in and out of the area***
- ***historic layout of property boundaries and roads***
- ***character and architectural style***
- ***social and historic associations***
- ***how people experience places at different times of day and night and seasonally***
- ***locally important buildings***
- ***characteristic building materials***
- ***open spaces, green areas, parks and gardens, trees***
- ***street furniture, e.g. lamp posts, bollards, seating***
- ***colours and textures***
- ***local distinctiveness and sense of place***

***Character can also draw on more abstract ideas such as sounds, environmental conditions and historical changes, which create a distinctive sense of place, a feature that's wholly protected.***

***There are more than 8,000 conservation areas in England, with 69 in Northumberland.***

## **Being Active Matters Report to Craster Parish Council**

**Item 2379**

Correspondence has been received from the Champion for the 'Being Active Matters' scheme Gordon Allan.

Mr Allan wanted to inform Craster Parish Council and its Members of the Being Active Matters project which has recently received £142,000 of grant funding from Sport England and £30,000 from the County Council.

The project aims to improve mental health in the County by linking the health and sports / activity communities together using a team of trained volunteers.

The project lead partner is Talking Matters who provide the NHS talking therapy service in Northumberland. Active Northumberland is the other project partner whilst Tyneside and Northumberland Mind will provide Sport England approved mental health training for the sports clubs and activity providers.

The project is in the process of appointing two paid Volunteer co-ordinators, working for Talking Matters this will allow the project to start on the 1st April 2018.

Craster lies within the project area. Mr Allan would be happy to present the project in more detail at one of our Council meetings, or in a joint meeting with other local parish councils and/or community groups.

Being Active Matters would like advice on how the project could work within the local community of Craster and with our local sports / activity providers. They would require a 20 to 30 minute slot.

They would also like advice on any grant support the Parish Council could offer.

They have already contacted the GP Practice Managers in your area.

Details of the Sally Allan Mental Health Awareness presentation are attached.

By providing an insight into mental health, the presentation aims to make people think about their own mental health and how they can help themselves and others.

### **Recommendations**

- (i) That the Council consider the report by Being Active Matters and whether they would like Craster to be a part of this scheme.**
- (ii) To consider inviting Being Active Matters to our next Full Council meeting to hear more about the project.**

## **Being Active Matters**

### **Sport England award a grant of £142,000 to help people with mental health issues get physically active in Northumberland**

Talking Matters (who provide the NHS funded talking therapy service in Northumberland) are pleased to announce that it has recently been awarded a project grant of £142,000 from the Sport England Opportunity Fund. The project will be delivered in two areas; Tynedale (Prudhoe, Hexham, Hayden Bridge, Haltwhistle and Allendale) and further north in areas in and around Wooler, Alnwick and Warkworth. The project will start on 1st April 2018.

The three year project called "**Being Active Matters**" will enable Talking Matters (part of the Mental Health Matters charity) to recruit a volunteer workforce that will help adults, with mental health issues, to take up a sport or physical activity. Based in their hub offices in Hexham and Alnwick Talking Matters are in the final stages of recruiting two Volunteer Co-ordinators who will recruit, train and manage the volunteers. The volunteers will support adults of all ages referred by Talking Matters or their GP. The volunteers will provide one to one support to encourage people to participate in a sport or physical activity.

There is a growing body of evidence that being physically active is good for your mental well being, it can help recovery, build resilience and sustain good mental health. However, that first step to becoming physically active can often be the hardest; particularly for individuals who may be anxious, lack self confidence, worry about meeting new people or have other concerns such as their body image or level of fitness. Supporting individuals on a one to one basis, at a pace that suits them, the volunteers will help them identify an activity that is right for them. Working together the volunteer will then assist them to overcome any barriers to participation.

Project partners Active Northumberland (the County Council's sport and leisure organisation) will work with Talking Matters, sports clubs, gyms and other providers (yoga, keep fit, walking, cycling groups etc.) to identify what opportunities are available for individuals in their local community.

As part of the project Tyneside and Northumberland Mind will provide Sport England approved "Mental Health Awareness for Sports and Physical Activity" training to enable them to improve their support for individuals with mental health issues. The training will help the sports community to meet the aims of the Sport and Recreation Alliance Mental Health Charter which has been signed by nearly all national sporting associations.

The County Council have awarded the project a grant of £30,000 and further financial support has come from Northumberland Sport and Hexham and Alnwick Town Councils. Public Health Northumberland and the NHS Northumberland CCG are providing in kind support to the project.

Gordon Allan, the Project Champion whose wife Sally took her own life on Boxing Day 2015, was responsible for the project idea and brought the partners together. Gordon, who lives in Northumberland, also worked with the partners to develop the successful project bid. Gordon can be contacted on 01661 872210 or [gordon.allan915@btinternet.com](mailto:gordon.allan915@btinternet.com).

## **NEED Ltd minibus service Report to Craster Parish Council**

**Item 2380**

Correspondence has been received from Cllr Adrian Hinchcliffe of Longhoughton Parish to advise that he has been in discussion with NEED Ltd about the possibility of a mini-bus service coming through Longhoughton Parish taking people to Alnwick for shopping and back. County Councillor Wendy Pattison has also been involved with the scheme.

On 6<sup>th</sup> February this year, NEED and Northumberland County Council approved a pilot scheme that will run for four weeks each Friday commencing on Friday 16.02.18 and the service will take in Craster Parish.

The service will take passengers to Alnwick for shopping etc and return them to their homes. It will pick up between 9.30am and 10.00am and bring them back leaving Alnwick at 1.30pm. It will commence Friday 16.02.18 and run for four weeks on the Friday of each week. If the service is well used by residents, there is the possibility that this service will continue. The decision for this would be made by NEED Ltd as the service provider.

The service has to be booked by telephone prior to each Friday. People will be picked up from their home and dropped back at their home on the return. The driver will help people on and off the bus including carrying any shopping bags. For concession holders the service will be free. For others there will be a £6 return fare. Users have to be a member of NEED Ltd which is 75p per month.

NEED's stated charitable aim is the provision of accessible affordable transport to those most vulnerable in the community, this includes older people, those with a disability physical/mental), those who are rurally or/and socially isolated, young people and those who are unable to afford public or private transport.

NEED has produced publicity material for the pilot scheme and is intending to distribute these in Craster. There is a need to publicise the pilot scheme as soon as possible so that there is take up of the service from the people in the community that fit NEED's charitable aim.

### **Recommendations**

- (i) Councillors are asked to consider this report and any residents whom they feel would benefit from this scheme.**
- (ii) Councillors are asked to consider how best to advertise this scheme.**

**CRASTER PARISH COUNCIL**  
**Report by Clerk to the Council**  
**Report to February 2018 Council Meeting**  
**Report re Introduction of General Data Protection Regulations**

There is a need to inform the Council of new General Data Protection Regulations (GDPR) being brought into effect on 25 May 2018.

This legislation will have a significant impact on parish and town councils and other small organisations.

Some information on the impact is being produced by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Information Commissioners Officer (ICO).

Debates on the Bill have included regular references to how it might impact on local councils and how this might be mitigated. The SLCC has stated that until the Bill is passed into law it is not possible to give definitive advice on the subject. They are however working on the preparation of advice and support for all local councils.

Their advice team is working on preparing a full set of model documentation which councils are likely to need in order to comply with GDPR and the new Act. This will also include examples of personal data councils large and small are likely to hold and how this should be managed.

Every Council holding personal data must appoint a Data Protection Officer (DPO). It is still unclear whether this officer can be appointed from within the organisation i.e. the Clerk. It is essential that any person acting as the DPO has expert knowledge of data protection law. SLCC already provides training courses and webinars on this subject and they are developing their training to support the DPO role. It is important that the Council approves the participation in this training to ensure they are ready for the new Regulations. The cost of taking part in webinars with the SLCC is £30 plus VAT for members and £35 + VAT for non-members.

The SLCC are also developing a consultancy service for councils who require additional support and they will undertake audits of personal data held by councils and advising them of their responsibilities.

The Council should be aware that non-compliance with the GDPR carries significant penalties.

A key theme of the GDPR is the need for transparency. There is also a 'right to be forgotten' where an individual can ask for their data to be erased. The current fee for subject access requests of £10 is to be abolished and the maximum response time is to be reduced to one month.

Local Councils will likely be advised to conduct a review of the personal information they hold.

The personal data held by this Parish Council includes, staff records including salaries, pensions etc; Councillors details including address, telephone and email addresses, details of interests etc; lists of local organisations and contact details.

Much of this personal data will have to be kept in a locked cabinet or password protected on a PC.

It is expected that there will be reinforced emphasis on only keeping what is necessary and not keeping every communication/item of data just in case it is needed in the future.

There have been differing opinions on whether all local councils should pay the current £35 annual notification fee to the Information Commissioner. PTC does already pay this fee, it is however likely that some of the smaller parish councils do not pay it. It is being suggested by the SLCC that all local councils and a great many other organisations will be required to pay a new fee of £55 per year to the Information Commissioner.

Further updates will be provided to the Council as more information is received on this complex subject.

Councillors are however asked to note the potential additional workload this will impose on staff and in particular the DPO if this appointment is to be made from within the organisation. There will likely be additional costs required in respect of training etc.

#### **Policy Implications**

This will require an amendment to the current data protection Policy.

#### **Staffing Implications**

This will impose an additional workload on staff during the initial stages of introduction.

#### **Financial Implications**

There may be a need for the Council to fund a training course for staff.

#### **Crime and Disorder Implications**

None

#### **Equal Opportunities Implications**

None

#### **Environmental Implications**

None

#### **Risk Assessment**

An assessment of potential risks to the Parish Council if found to be in breach of the proposed regulations may be required.

#### **Recommendation – The Council is requested to**

- (i) Note the information contained in the report relating to the introduction of GDPR and the likely impact on staffing and resources.**
- (ii) Note that additional information will be provided when available.**