

MINUTES OF MEETING OF CRASTER PARISH COUNCIL
Thursday 18th 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

2361 Declaration of interests

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

2362 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.

2363 Confirmation of the Minutes for the Meeting of 16th November 2017

The Minutes of the Parish Council Meeting held on 16th 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.

2364 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.

2365 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 23rd 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.

2366 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 23rd January.

2367 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.

2368 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.

2369 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.

2370 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 22nd 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 22nd 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.

2371 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 22nd December.

2372 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.

2373 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.

2374 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.

2375 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.

2376 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.

2377 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.

2378 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.

2379 January Public Meeting – the Chair advised that a Parish meeting had been called on 22nd 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.

2380 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.

2381 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

Secunder: Cllr Ann Fettis

Unanimously accepted by the Council.

2382 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.

2383 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.

2384 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.

2385 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.

2386 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

2387 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.

2388 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.

2389 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.

2390 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.

2391 Date and Time of Next Meeting

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

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