

**MINUTES OF MEETING OF CRASTER PARISH COUNCIL**  
**Thursday 19th April 2018**

**Councillors Present**

**Chair:** Cllr Ann Fettis

**Parish Council members:** Elizabeth Pearson, Mark Green, Martin Smith, Henry Cummins, Margaret Brooks and Rosie Robson.

**In Attendance:** NCC Councillor Wendy Pattison and 6 members of the public.

**Clerk:** Adam Shanley

**!361 Declarations of interest**

Cllr Henry Cummins declared an interest in all matters relating to car parking in the Parish as he is currently recruiting for two posts for the use of his land as an overflow car park.

**!362 Apologies for absence**

Apologies were received from Cllr Bryn Owen

**!363 Confirmation of the Minutes for the Meeting of 21<sup>st</sup> March 2018**

The Minutes of the Parish Council Meeting held on 21<sup>st</sup> March 2018 were unanimously accepted as an accurate record by all Councillors present.

Proposer: Cllr Martin Smith

Seconder: Cllr Henry Cummins

The Chair signed the Minutes.

**!364 Matters Arising**

The Clerk wished to highlight the successful grant application made by Cllr Mark Green to NALC for the Transparency Fund. The Clerk reported that £1,859.45 had been received and the Council thanked Cllr Green for his efforts in this regard.

**!365 Presentation by NCC Conservation Officer** – Cllr Ann Fettis welcomed Ian McCaffery, NCC Conservation Officer, to the meeting and Mr McCaffery provided a presentation and took questions from Councillors and members of the public about what a Conservation Area would mean for the community and what the implications of having such an area would mean for local businesses and residents in the area. There was some concern expressed about the impact this would have on local businesses.

Following the presentation by the Officer, Councillors were asked to vote on whether they would like to pursue this further and investigate creating a Conservation Area in the Parish and 4 Councillors voted in favour, 2 voted against and 1 Councillor abstained from the vote.

It was therefore decided that the Council should invite Mr McCaffery to the next Full Parish meeting to provide a presentation to residents and gain their feedback on this following expert advice.

**366 Financial matters**

(a) **Bank Balance** – £17,510.99 at 10/03/2018

(b) **Received since 21/03/2018**

£39.00 received from NCC due to Cemetery double charging.

(c) **Spent since 21/03/2018**

*A Fettis*  
17/5/18

Clerk wages & expenses (Feb-March 2018) - £216.00  
PAYE (Feb-March 2018) £54.00  
KW Purvis - £2,862.00 – payment made as part of LEADER project

**(d) Cheques required**

Clerk wages & expenses (March-April 2018) - £240.00  
PAYE (March-April 2018) £60.00  
NCC - £177.71 – payment of Parish Council Insurance for 2017-2018

The Clerk also reported that payment of £5,232.00 would also be required within the next few days to CIS Furniture Ltd but that this was being held back until all items had been received from CIS in respect of works being carried out as part of the LEADER programme.

**!367 County Councillor's report – circulated**

County Councillor Wendy Pattison provided her report to the Parish Council. Cllr Pattison reported that the pavements at Heugh Wynd had now been renewed and repaired and residents should find it much easier to negotiate paths and enjoy their environment without having to step over cracked paving and broken kerb stones.

Cllr Pattison also took feedback from the Council and members of the public re: road repairs in the vicinity of the Jolly Fisherman /Robsons Kipper Factory areas on the main street. It was expressed that the works had not been as intrusive as originally thought and the Chair also commended the lead on the works for his contact though it was felt that the works should have been better advertised to local residents. The Clerk reported that the Parish Council had submitted a notice of the works in the notice boards to further advertise the works to residents.

Members of the public present felt that the wording of the advertisement being "road closure" had not been correct as access to and from the area had still been possible during the two days of work.

Cllr Pattison also reported that she had hosted a meeting of 9 Parish Council Chairs on Friday, March 9th and the Chair of Craster Parish Council had also attended. It was felt that this meeting had been very useful and Councillors were able to put forward their points and views to the Head of Highways (North) Graham Bucknall and Head of Neighbourhood Services, Bob Hodgson. Councillors also agreed to work more closely together and exchange relevant information between parishes.

Cllr Pattison also reported that work was ongoing to repair roads and potholes following the very poor weather earlier in the year.

Cllr Pattison also reported that the Parish Council may wish to look into participating in future Northumbria in Bloom competitions.

Cllr Pattison also welcomed the news that the Parish Council would be looking further into a Conservation Area and said that this must be about what residents wanted for their area.

There was concern expressed by members of the public about parking outside residential properties and it was felt that the County Council should look into introducing some resident only car parking zones to alleviate these problems. Cllr Pattison advised that she would look into this further and the Parish Council would look into this further too.

**!368 CCT playground equipment** – the Clerk reminded Councillors of the agreement by the Parish Council to part fund the works being carried out by the Community Trust to improve the playground area in Craster. The Clerk advised that he had received correspondence from the Trust but that we were still awaiting an invoice from the supplier. Upon receipt of the invoice, the Clerk advised that this would come to the Full Parish Council meeting to sign off payment as agreed.

**!369 EJBC (Embleton Joint Burial Committee)**

Verbal update from Cllr Elizabeth Pearson who advised that the Committee were still awaiting news on the grant from Community Action Northumberland to improve the Cemetery House in the hope of offering this as an affordable house to a family in the Parish.

Cllr Elizabeth Pearson also called on any volunteers to get in touch if they felt they could assist with providing some TLC to the cemetery area.

### **!370 Planning Matters**

**18/00520/FUL** | Erection of two dwelling houses with underground garages. | Land To North Of Heugh View Dunstan Village Dunstan Northumberland – One resident did attend to ask when this application would be decided at committee. The Clerk did advise that he had received correspondence from NCC advising that at present it was not known when this would be decided as they were currently looking at whether a s106 or unilateral undertaking would be required with this application. The Clerk did promise to keep the gentleman informed as to any further developments if he would like to send us his details.

**!371 Northumberland County Council notice of road closure** – following the road repairs around the Jolly Fisherman /Robsons Kipper Factory area on the main street, it was felt that works of this nature should in future be better advertised to local residents. The Clerk reported that the Parish Council had submitted a notice of these particular works in the notice boards to further advertise the works to residents and that he would be writing to Cllr Wendy Pattison formally to make her aware of the feeling in the Parish that these notices should be better advertised. The Parish Council had only been made aware of this following the short snippet in the Northumberland Gazette.

**!372 Registering of village assets** – report by Cllr Ann Fettis on the possibility of looking into the listing of certain village assets. Cllr Fettis reported that Craster Community Trust have asked that Parish Council to explore the potential of the Lifeboat station and the Tourist Information Centre being listed as Community Assets.

Cllr Fettis reported that it was clear, following discussions at last full Parish meeting and recent CCT meeting, that this is an emotive topic generating mixed feelings and differing levels of understanding about what it means for individuals and the community. A recent discussion at CCT meeting was productive and exposed concerns from some and enthusiasm from others but resulted in an agreement that as a starting point we tentatively look into a couple of buildings which are considered important to our community and to discuss findings at May full Parish meeting. It was agreed at the Parish Council meeting that this would be an agenda item for the May Annual Parish meeting and the Council would gauge the views of residents as to the listing of the Lifeboat station and the Tourist Information Centre.

**!373 Noticeboards: Risk management** – Cllr Ann Fettis reported that some concerns had been expressed about access to the noticeboards. Cllr Fettis reported that she had recently met with a representative of the Community Trust and the Craster WI to illustrate the new noticeboards.

There was concern expressed that having one key holder for the Parish Council was not workable owing to availability and the need to publicise legal documents.

The meeting agreed that a representative from both the WI and the CCT should have a key as well as the Chair of CTC and Cllr Margaret Brooks.

**!374 LEADER grant update** – verbal update from the Clerk on the current status of the LEADER grant project the Craster Trail. The Clerk reported that a meeting had taken place an hour before this meeting with a potential contractor who could install the signs for us and that the locations for these signs had been decided as the access to the car park at the quarry and the location of the second finger post sign needed to be confirmed no later than Monday of next week. A copy of the Draft lease was also due to be received this week from the solicitor and the Clerk advised that he would let the Chair know as soon as this was received. Correspondence had also been received from the footpaths officer at NCC to state that the County Council were happy to maintain the path once the issue of the water erosion was resolved. The final deadline for submitting the LEADER grant claim is 21<sup>st</sup> May.

Concern was also expressed by a member of the public about the impact of the Trail on Wildlife Trust land and the increase in foot fall on the land as a result. It was expressed by a member of the public that that the Parish

Council should write to the Wildlife Trust to make them aware of the implications of the trail on Trust land. Cllr Margaret Brooks, the representative to the Wildlife Trust, agreed to speak with them about the trail.

**!375 Litter Bins** – Cllr Martin Smith advised that he had looked into the cost of replacing all of the bins and adding new bins to the Parish too and provided details of costs to this work. An audit had been carried out by Cllr Smith and another resident and it was found that many of the litter bins were substandard. It was agreed that these should be replaced following receipt of the money from the LEADER grant claim.

**!376 Advertising of casual vacancies** – the Clerk reported that there had been no call for a by-election in the Parish and, as a result, the Parish Council would need to co-opt any interested parties who meet the required criteria onto the Parish Council at the next Full Parish Council meeting. At present, there has been one expression of interest from a resident to join the Parish Council.

**!377 Transparency Fund update** – update on current situation was provided by Cllr Mark Green who advised that he had been successful in his submission to the transparency fund and he hoped to purchase a printer for the Hall and also look further into getting WIFI – free for public use – set up in the Hall and also create a Facebook page for the Parish Council.

**!378 Craster Community Trust** – report from Cllr Ann Fettis was provided to the Council. Cllr Fettis reported that a lively discussion had taken place around the listing of community assets at the last meeting.

Cllr Fettis also reported that the new booking system is now publicised in the notice boards for visibility. It was agreed the original paper version did not lend itself to amendments if dates needed to be moved or cancelled. Cllr Fettis advised that this will be replaced with a laminated version which can easily be changed.

Cllr Fettis also reported that the Trust would be introducing a new charging policy and that the Trust were looking to increase the hourly charge for hiring of the hall from £10/hour to £12/hour going forward.

There was concern expressed at the new charge owing to the level of funds the Council were providing to the Trust in support of the play park.

It was also expressed however that this charge was not one solely for the Parish Council but for all users of the Hall and that the Trust were wanting for all groups to use the Hall as much as possible and this would go towards the running of the Hall as a hub for the community.

The Council agreed to pay the new charge for use of the Hall with 6 Councillors voting in favour of the new charge and 1 Councillor abstaining from the vote.

**!379 Adoption of Equality and Diversity policy** - Cllr Rosie Robson advised that she would provide a more detailed report at the next Full Parish Council meeting on this and that she hoped that the Council could look into adopting an equality and diversity policy.

**!380 Tendor for the cutting of the grass verges** – Cllr Martin Smith advised that he had been contacted by the previous contractor (tendor having expired in March 2018) to state that he had not been invited to submit a tendor again for this year. The Clerk advised that this would come back to the next Parish Council meeting where the Council may wish to consider how they go about tendoring for this service going forward.

**!381 Signs for the Parish Parish** – a verbal report was provided by Cllr Martin Smith. Cllr Smith reported that he felt that there were a number of signs for Craster in the Council Parish however there were next to none for Dunstan and he felt that this ought to be addressed by the County Council. One member of the public felt that this was a point well made and the Clerk advised that he would write to the County Council's Highways Department to ask them to look into this.

**!382 Correspondence received**

Correspondence received from NCC over cemetery double charging issue. Amount of £39.00 has been repaid to the Parish Council.

Correspondence received from local resident who lives just opposite the Jolly Fisherman about water coming on to his property. NCC looking into this for the resident.

Correspondence received from Ms Judy Hargreaves thanking the Parish Council for all of their hard work on the Craster Trail project.

**!383 Parish Council Administration** – the Clerk reported that various policies had to be adopted and publicised by the Parish Council in line with new GDPR legislation. The Council unanimously agreed to accept the policies by the Clerk and thanked him for all his efforts in this regard as this had created a great deal of work and administration.

**!384 Agenda Items for Annual Parish meeting on 9<sup>th</sup> May** – Councillors were asked to consider what they would like to have as items for discussion at the upcoming Annual Parish Meeting. It was agreed that the LEADER project, the listing of village assets, resident parking and Conservation Area should all be items for the Agenda.

**!385 Items for Next Agenda** – the Clerk reminded everyone to write to him directly if they would like anything on the Agenda for the upcoming May Parish Council meeting.

**!386 Date and Time of Next Meeting**

The next meeting of the Council is to be held at 7.00pm on 17<sup>th</sup> May 2018.

**Open to Public & Press**

