

**MINUTES OF MEETING OF CRASTER PARISH COUNCIL**  
**Thursday 17th May 2018**

**Councillors Present**

**Chair:** Cllr Ann Fettis

**Parish Council members:** Elizabeth Pearson, Mark Green, Martin Smith, Henry Cummins, Margaret Brooks and (following co-option) Jennifer Doherty

**In Attendance:** NCC Councillor Wendy Pattison and 4 members of the public.

**Clerk:** Adam Shanley

**2361 Declarations of interest**

Cllr Henry Cummins again declared an interest in all matters relating to car parking in the Parish due to the use of land as an overflow car park.

**2362 Apologies for absence**

Apologies were received from Cllr Bryn Owen and Cllr Rosie Robson

**2363 Confirmation of the Minutes for the Meeting of 19<sup>th</sup> April 2018**

The Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2018 were unanimously accepted as an accurate record by all Councillors present.

Proposer: Cllr Mark Green

Seconder: Cllr Elizabeth Pearson

The Chair signed the Minutes.

**2364 Matters Arising**

No matters arising.

**2365 Election of Chair** – Councillors were asked to elect a new Chair for the Parish Council for the period of 1 year. Cllr Ann Fettis was elected unanimously as Chair of Craster Parish Council.

Proposer: Cllr Martin Smith

Seconder: Cllr Elizabeth Pearson

**2366 Election of Vice-Chair** - Councillors were asked to elect a new Vice-Chair for the Parish Council for the period of 1 year. Cllr Martin Smith was elected unanimously as Chair of Craster Parish Council.

Proposer: Cllr Margaret Brooks

Seconder: Cllr Ann Fettis

**2367 Co-option of Mrs Jennifer Doherty to the Parish Council** – The Council were asked to consider co-opting Mrs Jennifer Doherty to the Parish Council. The Clerk reported that the need to co-opt had arisen following the advertisement of vacancies and the non-calling of an election. Prior to making their decision, the Clerk invited Mrs Doherty to say a few words about herself and why she wanted to stand for the Parish Council and stated that the Standing Order requiring any potential candidate to firstly submit a CV would be suspended in this instance. Mrs Doherty reported that she had been a resident of the community for over 22 years and that she was keen to do anything she could to serve the community as a representative of the Parish Council. Cllr Mark Green also advised the Council that he had known Mrs Doherty for a number of years now and felt that she would be a great asset to the Council and to the community at large. Mrs Doherty was co-opted to the Council by unanimous vote.

**2368 Election of representatives to on local community groups** – Councillors were asked to elect representatives from the Parish Council to local community groups. The Clerk reported that 2 reps were

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needed for the Embleton Joint Burial Committee (EJBC), a rep for the Craster Community Trust (CCT) and a rep for the Wildlife Trust. Cllrs Owen and Pearson were unanimously voted as reps to the EJBC, Cllr Robson was unanimously voted as the Parish Council rep to the Craster Community Trust and Cllr Margaret Brooks was unanimously voted as the Parish Council rep to the Wildlife Trust.

**2369 Financial matters.**

(a) **Bank Balance** – £11,819.73 at 13/05/2018

(b) **Received since 19/04/2018**

Precept (50% of annual total) - £1,250.00

(c) **Spent since 19/04/2018**

Clerk wages & expenses (Mar-Apr 2018) - £240.00

PAYE (Mar-Apr 2018) £60.00

NCC (Parish Council Insurance) - £177.71

CIS Furniture Ltd - £5,232.00

(d) **Cheques required**

Clerk wages & expenses (April-May 2018) - £240.00

PAYE (April-May 2018) £60.00

Ian Howe Landscaping Ltd (CCT Playground project) - £6,000.00

The Clerk also reported that payment to Michael Cotton Fencing Contractor would also be required within the next few days for the work carried out as part of the Craster Trail for the purposes of LEADER.

**2370 County Councillor's report – circulated**

County Councillor Wendy Pattison provided her report to the Parish Council. Cllr Pattison reported that the traffic scheme had been sent out for implementation of the 20mph. Cllr Pattison reported that a decision report was being prepared and a draft Traffic Order is done. Once a Decision Report is signed off, NCC will be able to give more information on implementation dates.

Cllr Pattison also reported that she had been in discussions with NCC Housing Officer about the difficulties encountered by residents trying to park their cars at South Acres, although, concerns have also been raised regarding Heugh Road. Cllr Pattison met with the officer in April together with a number of residents at South Acres to discuss what could be done to try to alleviate this problem. Cllr Pattison also reported that she had contacted NCC Traffic Management for their input regarding this problem and an onsite meeting will be arranged with Traffic Management, the housing officer and Cllr Pattison to discuss various options. Cllr Pattison promised that she would keep the Parish Clerk informed at all times and if any representative(s) from the Parish Council would like to attend an onsite meeting, the Clerk would forward the time and date of the meeting to all Councillors.

Councillor Pattison also reported that Library members can now read digital copies of their favourite magazines for free from computers, smartphones or tablets/lpads. Cllr Pattison reported that, should any residents wish to use a mobile device, they would need to download the app the first time they use the service.

**2371 Update on programme of work from NCC** – Cllr Cummins reported on the schemes of work ongoing in the Parish. Fiestly Cllr Cummins reported that the introduction of a 20mph speed limit in Craster was currently programmed for the week commencing 21<sup>st</sup> May and it is anticipated that all of the works would be completed by the end of the same week. In terms of the enforceability of the 20mph scheme, Cllr Cummins reported that the intention from NCC is for the "Intend notice" to be published in the press on 17<sup>th</sup> May with the Order being effective from mid-June – this would hence allow for local residents to adjust to the new speed limits before they become legally enforceable.

In terms of the works to extend the car park, communication had been received to advise that

NCC now has an outline programme and a meeting has been arranged this week (week of May Craster Parish Council meeting) between Cllr Cummins and NCC to talk through the proposed timeframe for the project and the details of the proposed works. Cllr Cummins reported that NCC would like to hold a public meeting either week commencing 11th or 18th June to share the proposed plans and get feedback from the local community prior to submission of a formal planning application.

**2372 Formal adoption of Standing Orders** – Councillors were asked to formally adopt the reviewed Standing Orders based on the amends put forward by the Standing Orders working group. The Standing Orders were accepted by unanimous vote of the Council.  
Proposer: Cllr Mark Green  
Seconder: Cllr Ann Fettis

**2373 EJBC (Embleton Joint Burial Committee)** – Parish Council representative on the EJBC, Cllr Elizabeth Pearson provided a verbal update to the Parish Council. Cllr Pearson reported that the Burial Committee were still awaiting an update from CAN in respect of the grant to renovate the Cemetery House to become an affordable property for a local family in the Parish. Cllr Pearson advised that she would keep the Parish Council updated on any developments in this regard. Cllr Pearson also advised that the tender had gone out for works to be carried out on behalf of the EJBC. Furthermore, feedback had been received that Steve Tennant, the contractor for the grass cutting, was doing a fantastic job in his works. Cllr Pearson advised that adverts had also been posted locally to seek volunteers to carry out works within the Cemetery House, so far only 3 volunteers had come forward and all of these were members of the EJBC. The Chair thanked Cllr Pearson for her update.

#### **2374 Planning Matters –**

Mr and Mrs Heslop attended the meeting as part of a pre-application consultation with the Parish Council. Mr and Mrs Heslop attended the meeting and presented their plans for a new dwelling they hoped to construct to the rear of 11 Dunstanburgh Road. The Council used the opportunity to ask questions of the proposed application and Mr and Mrs Heslop thanked the Parish Council for the opportunity to come and discuss this. Mr Heslop advised that the application had been submitted today to NCC.

**18/00520/FUL** | Erection of two dwelling houses with underground garages. | Land To North Of Heugh View Dunstan Village Dunstan Northumberland – the Clerk reported that there was still no movement on the status of this application. This was still with the legal department at NCC to decide on whether a s106 or unilateral undertaking would be required for the scheme. The Clerk advised that he would update the Council as and when there was any updates to this application.

**18/01338/FELTPO** Tree Preservation Order Application for the removal of 1no. Mature Ash (T1) and removal of 2no. Scots Pine (T2 & T3) | The Bogie Craster Alnwick Northumberland NE66 3ST – the Clerk reported that this application had been received requesting the removal of certain trees in the Parish as these had become a danger. The Parish Council unanimously supported the application.

**2375 Parish Council policies** – report by the Clerk. Councillors were asked to consider the adoption of an equality and diversity policy. This item had been brought to the Council by Cllr Robson and the Clerk presented the case for adopting such a policy as set out in Cllr Robson's report. The Parish Council

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unanimously voted in favour of taking this forward and the Clerk advised that he would notify Cllr Robson who would draft a policy to adopt.

The Clerk also requested that the Council adopt a vexatious behaviour policy and presented some guidelines on how the Council should proceed with this and in which circumstances this should be applied. The purpose for adopting this policy is to protect both the Councillors and the staff of the Parish Council. The Parish Council unanimously voted in favour of accepting the policy as set out by the Clerk. The Clerk advised that this would be published on the Parish Council website.

**2376 LEADER grant update** – The Clerk advised that the final physical aspect of the Craster Trail project had now been completed with the installation of the finger post signs and the noticeboard. The Clerk advised that it had been difficult to get a contractor to carry out the works but advised that the contractor who had finally carried out the works had been fantastic. Cllr Green advised that his map (though not a condition of LEADER funding) would be completed in time for the Parish Council meeting in June. The Council thanked the Clerk for all the hard work that this had taken to get completed. The Clerk advised that the grant claim would be submitted on 20<sup>th</sup> May.

**2377 Conservation Area** – Councillors were asked to vote on whether they would like to have a Conservation Area for the harbour in Craster. The Chair advised that this had been consulted on fully with the Parish, with a Conservation officer coming along to give a presentation and answer any queries that any residents may have. The Chair highlighted that at the last Parish meeting, the Conservation Area was rejected unanimously by the Parish. Five Councillors voted against a Conservation Area for Craster, two Councillors abstained from voting. The Parish Council will therefore not be pursuing this.

**2378 Lisiting of village assets** – Councillors were asked to vote on whether they would like to try and get the Tourist Information Centre (TIC) listed as a community asset. The Chair reminded everyone that this had also been consulted on at the last full Parish meeting and there was broadly support for this action. The Clerk also gave a brief overview of what the process would be to have something listed as a community asset. Councillors voted unanimously in favour of pursuing this. Cllr Margaret Brooks also raised the point that she felt that the fish sheds by the harbour ought to be considered being registered as a community asset.

**2379 Tendor for grass cutting in the Parish** – the Clerk reported that there was a need to seek tendors for the grass cutting again as the previous tendor had come to an end. The Clerk reported that in some cases certain Parish Councils carry out a tendor lasting 3-4 years as opposed to 1 year as had been done previously. Cllr Smith advised that he felt that it would be better for the Council to extend the tender until June 2021 and also proposed that until tender applications had been received by contractors, that the arrangement with the previous contractor should continue to allow for the grass to be cut and the Parish to look smart. Both of these ideas were unanimously voted in favour. The Clerk advised that he would advertise the tendor this week from June 2018 – June 2021.

**2380 Transparency Fund update** – Cllr Green advised that the printer had been purchased and that he would soon be purchasing a laptop for the use of the Parish Clerk for all works on behalf of the Parish Council. Cllr Green also advised that he would be setting up a Facebook page on behalf of the Parish Council. Cllr Green also advised that he was looking to get the postcode for the Memorial Hall registered on google.

**2381 Craster Community Trust** – no formal report was provided to the Parish Council in Cllr Robson's absence. However Cllrs Pearson and Fettis advised that they felt that the chosen contractor for the playground had done a fantastic job. Cllr Fettis also advised that Karen Oxley had done a fantastic job

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bringing this all together as a project.

**2382 Correspondence received**

Correspondence received from a resident wishing to come to speak with the Council about an application he is hoping to submit.

Correspondence received from a resident about planning application 18/00520/FUL and when a likely decision is to be made on this application.

Correspondence received from Cllr Wendy Pattison about the issue of littering taking place at Howick Scar Farm.

**2383 Parish Council Administration** – the Clerk reported that there was a need to carry out the annual audit of the Parish Council finances as part of our statutory requirements. The Clerk advised that he would seek the assistance of Fraser Suffield from Embleton who had carried out the audit last year if the Council so agreed. The Parish Council voted in favour of this action but granted the Clerk permission to seek alternative assistance from another auditor if required or Mr Suffield not being available.

The Clerk also advised that as part of our standing orders, the Parish Council had to decide on the timing and frequency of both Parish and Council meetings. The Council voted in favour of keeping 10 Parish Council meetings per year and also agreed that the 3rd Thursday of each month should continue in this respect. The Council also voted to reduce the number of Full Parish meetings from 3 to 2. It was felt that these meetings were well attended and the engagement from the community was fantastic but that 3 was perhaps too many for 1 year and therefore the Council unanimously voted in favour of reducing these meetings to two – with 1 happening in January and 1 happening in May. The Clerk reminded Councillors that he would be on annual leave from the 11<sup>th</sup> – 20<sup>th</sup> June. It was agreed that an out of office would be put on the Parish Council e-mail account and any urgent matters could therefore be dealt with by the Chair and Vice-Chair. The Clerk also advised that the Agenda would be released prior to the 11<sup>th</sup>.

**2384 Items for Next Agenda** – the Clerk reminded everyone to write to him directly if they would like anything on the Agenda for the upcoming June Parish Council meeting.

**2385 Date and Time of Next Meeting**

The next meeting of the Council is to be held at 7.00pm on 21<sup>st</sup> June 2018.

**Open to Public & Press**

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