

MEETING OF CRASTER PARISH COUNCIL
Thursday 15th March 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 Confirmation of the Minutes for the Meeting of 22nd February 2018

2364 Matters Arising

Chair is required to sign the acceptance of office form

Update on cost of by-election (if applicable) to Parish for casual vacancies

2365 Presentation by Mr Gordon Allan re: Being Active Matters – Councillors are asked to consider the presentation by Mr Allan on this new project in Northumberland.

2366 Advertising of Casual Vacancies – update from Clerk to be provided.

2367 Financial matters

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

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

None

c. **Spent since** 22/02/2018

Clerk wages & expenses (Jan-Feb 2018) - £240.00

PAYE (Jan-Feb 2018) £60.00

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

d. **Cheques required**

Clerk wages & expenses (Feb-March 2018) - £216.00

PAYE (Feb-March 2018) £54.00

2368 County Councillor's report - circulated

Questions to the CC

2369 Feedback from County Councillor Pattison's Joint Parish Chair meeting on 9th March 2018 – Cllrs are asked to consider the feedback from our Parish representatives at this meeting.

2370 EJBC (Embleton Joint Burial Committee)

Verbal update from Cllr Bryn Owen

2371 Planning Matters

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 and report from Cllr Bryn Owen on S106 Agreement request.

18/00479/MAST | Proposed installation of electronic communications Smart Metering apparatus | Land North Of Craster Tourist Information Centre West End Craster Northumberland

2372 Northumberland Local Plan and "Call for Sites" – report by Cllr Bryn Owen on the Northumberland Local Plan

- 2373 Bins and Bus Shelter Maintenance** – report by Cllr Bryn Owen on the bins and bus shelter maintenance.
- 2374 Review of Standing Orders** – report from the Working Party on any adaptations to the Standing Orders as necessary
- 2375 LEADER Grant update** – report from Cllr Bryn Owen on the location of the signs and an update on the footpath (stone wall and lease)
- 2376 Snow plough for the Parish** – NCC provides for some farmers and pays them to keep roads clear. Cllrs are asked to consider if we ought to investigate this.
- 2377 NEED Ltd minibus service** – report from Clerk on the current status of the new NEED Ltd project
- 2378 Transparency Fund update** – update on Transparency Fund application and Facebook page for CPC.
- 2379 Craster Community Trust** – report from Parish Council representative
- 2380 Consideration of CCT and HR representatives for the Parish Council**
- 2381 Community Governance Review** – request that a review be carried out in relation to the Boundary between Longhoughton and Craster Parishes.
- 2382 Correspondence received**
Correspondence received from Marion Gallon as to the state of the bins. Marion asked if the Parish Council could urgently look into replacing these.
Correspondence received from Sharon Spurling, CEO of Carers Northumberland to raise awareness and identify unpaid carers in the Community. Report circulated.
- 2383 Parish Council Administration** – update from Parish Clerk on new General Data Protection Regulations.
Update on Declaration of Interest Forms to be provided by the Clerk
- 2384 Date and Time of Annual Parish Meeting to be decided**
- 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 19th April 2018.

Open to Public & Press

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

Councillors Present

Chair: Bryn Owen,

Parish Council members: Elizabeth Pearson, Mark Green, Martin Smith, Henry Cummins, Ann Fettis and Rosie Robson.

In Attendance: NCC Councillor Wendy Pattison and 11 members of the public

Clerk: Adam Shanley

2387 Declaration of interests

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

2388 Apologies for absence

Apologies were received from Cllr Margaret Brooks

2389 Confirmation of the Minutes for the Meeting of 16th November 2017

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

Proposer: Cllr Ann Fettis

Seconder: Cllr Mark Green

The Chair signed the Minutes.

2390 Matters Arising

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

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

2391 Election of Chair and Vice-Chair – Cllr Bryn Owen advised the Council that he intended to step down from his position as Chair of the Parish Council and Councillors were asked to consider nominations for the role of Chair of the Council. Cllr Henry Cummins proposed that Cllr Ann Fettis stand as Chair of the Council and this proposal was seconded by Cllr Rosie Robson. Cllr Ann Fettis was duly elected Chair of the Council. Cllr Martin Smith confirmed he would like to continue as Vice Chair of the Council.

The Clerk did advise that ordinarily the Chair and Vice Chair were elected at the Annual Meeting of the Parish and that these positions would therefore come up for re-election at the Annual Meeting in May.

2392 Advertising of Casual Vacancies – report from Clerk provided. The Clerk advised that there was a need to advertise the vacancy on the Parish Council following the resignation of Cllr Alan Punton. The Clerk also advised the Council may wish to consider advertising the casual vacancy which came about due to a failure to accept office. The Council agreed to advertise the vacancies in Noticeboards accordingly and the Clerk reported that NCC elections office would be duly notified.

2393 Financial matters

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

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

None

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

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

PAYE (Aug 2017) £56.00

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

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

d. **Cheques required**

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

PAYE (Dec-Jan 2017) £60.00

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

2394 County Councillor's report – circulated

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

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

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

2395 Parish Clerk – line management

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

2396 Leader Grant – report to Council on current position of Craster Trail project.

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

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

2397 EJBC (Embleton Joint Burial Committee)

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

Cllr Owen also advised that tenders had been sought by the committee for the grass cutting works.

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

2398 Planning Matters

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

Land South West Of Chapel Row Dunstanburgh Road Craster Northumberland – The Clerk advised that the planning permission for this scheme had been refused on 24th January. The Parish Council submitted an

objection to the scheme on 22nd December.

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

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

2399 Consideration of the listing of the Radar station in Craster – report by Cllr Bryn Owen on the listing of the Radar Station. It was agreed that Cllr Owen would look into the listing of the Radar Station. It was also mentioned that the radar station used to be known locally as the “radio location”.

2400 Application for Conservation Area status

It was agreed following the presentation by Cllr Wendy Pattison that the Parish Council should request a presentation by a Conservation Officer from NCC at the Annual Parish meeting in May before formally voting on whether or not a Conservation Area should be introduced to Craster.

2401 Review of Standing Orders – the Clerk provided a report to Council, along with a copy of the Council’s current Standing Orders. The Clerk advised that the need had arisen for the Council to carry out an annual review of the Standing Orders. It was agreed that a working party including Cllrs Fettis, Robson and Smith should be set up to review the standing orders and a report would be submitted to the next Full Council meeting for the Council to discuss and approve any suggested amendments. Councillors were asked to submit suggestions to the task force.

2402 Craster Parish Council website – see - <https://northumberlandparishes.uk/craster>

- Report from Clerk on current situation. Clerk asked for Councillors to submit headshot photos and a small bio of themselves for updating the website with. To date, three Councillors have submitted this to the Clerk.

2403 New notice boards – verbal update from Cllr Ann Fettis. Cllr Fettis advised that the money had been received from the Parish Council to purchase the new noticeboards which had been actioned. It was reported that the boards the PC had purchased had been delivered and it was agreed that Cllr Green would erect them after carry out any necessary remedial work to the woodwork on the Dunstan Bus Shelter.

2404 Being Active Matters – the Clerk provided a report received from Mr Gordon Allan, who had launched a new scheme to promote good mental health. Craster was part of the project area and it was agreed that the Clerk should invite Mr Allan along to the next Parish Council meeting to give a presentation on the scheme.

2405 NEED Ltd minibus service – the Clerk provided an update on the new NEED scheme which is a transport scheme for those who are less mobile in the community and helped them get out and about more. The scheme would transport users to Alnwick for shopping and is a door to door service operating in certain parts of the locale. To date, there had been some take up from the Craster community but Councillors were encouraged to spread the word about the scheme and encourage use of this as it is very much a “use it or lose it” scheme being piloted. The Clerk promised to provide the Council with an update on the subsequent take up of the scheme at the next Parish Council meeting.

2406 Broadband connection for the memorial hall – update on current situation was provided by Cllr Mark Green who advised that he had submitted the Council’s application for the transparency fund and he hoped to hear back on this in the next 2-4 weeks and would provide an update to the Council at that stage.

2407 Craster Community Trust – report from Parish Council representative Cllr Ann Fettis was provided to the Council. Cllr Fettis advised that the movie night showing ‘Local Hero’ at the Memorial Hall hosted by the CCT had been a great success and thanked everyone who came along to support the event and there were requests for ideas about what the next film could be.

Cllr Fettis also reported that the Burns Night event had been a well attended event with 50-60 people in attendance and that the profit for the event (as of the Sunday morning prior to the Council meeting) was reported as £414.50.

Cllr Fettis also advised that the CCT's LEADER funding bid for the playground had been successful. Cllr Fettis also advise that she would query with the CCT when they would need the Parish Council to purchase the pre-agreed equipment for the playground too.

2408 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. The Clerk reported that the team at NCC had removed the broken post and that residents could use the regular bin for dog mess.

2409 Parish Council Administration – see attached report from Parish Clerk on new General Data Protection Regulations.

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

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

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

2410 Items for Next Agenda

2411 Date and Time of Next Meeting

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

Open to Public & Press

RECEIPTS and PAYMENTS ACCOUNT		Craster PC 2017/18	
Craster Parish Council - Financial Position		@ 11th March 2018	
RECEIPTS			This Year
		Precept	£3,000.00
		Bank/VAT	£11,115.50
		Refunds	£550.00
		Misc	£88.39
		TOTAL RECEIPTS	£14,753.89
PAYMENTS			This Year
		Salary	£2,401.78
		HMRC	£600.20
		Grants/ Donations	£956.34
		Travel	£95.33
		Postage Etc	£6.77
		Burial Cmttee	£-
		Admin	£262.98
		Misc	£2,648.70
		VAT	£192.41
		Bank	£-
		TOTAL PAYMENTS	£7,164.51
		Increase/Decrease in Funds	£7,589.38
9,921.61		Funds at start of the year	9,921.61
		Funds at end of the year	£17,510.99

COUNTY COUNCILLOR REPORT

County Councillor Wendy Pattison

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Craster Parish

Proceeding with Building Works without proper Planning Approval - As below!



Photo taken by John Roper in Newton by the Sea

Life Saving Equipment – Concern regarding the removal of 3 out of the 5 lifebelts at Embleton Bay was advised to me by a resident a few days ago.

NCC asked the RNLI to carry out an audit / assessment on all Public Rescue Equipment (PRE) on the coastline of Northumberland, they compiled a report with recommendations on which PRE should remain and what equipment was required in particular areas, following risk assessments. It was quite an extensive report (43 pages) some of the PRE was deemed would be ineffective in the areas it was placed, we have followed the recommendations of the report and revised all PRE requirements, it was not sensible to have PRE in places where it would be of no use this would only serve to provide false assurances. The aim of the visit / report by the RNLI was to look at options to help improve the PRE provision, there has been

no standards and very little guidance for PRE to help coastal managers determine and plan their PRE requirements and therefore much of the equipment has probably not been fit for purpose, the audit was to help beach operators make better-informed decisions for PRE requirements. some of the equipment was judged to be useless in the areas they were placed we have followed the recommendations and removed equipment that would not be effective in the locations it was sited. Equipment at Dunstan Steads has been removed.

Superfast Broadband - NCC's main contract with BT / Openreach aims to get to the level of 95% of properties in the county able to access superfast broadband by the end of 2018. Inorthumberland currently have a budget of £2m to help fund community fibre partnership schemes (see www.communityfibre.openreach.co.uk). Time is getting critical for these schemes due to the amount of work required before they can be contracted, and as such may have to stop accepting new communities into the fund in the next few months. There may be further funding in future to extend the broadband coverage further, and NCC are in discussions with funders. However at this stage they do not have access to further funds and even if they are successful they have been advised that new funding will need to go through a new procurement process. This is likely to take some time and is unlikely that anything will be in place this year. NCC therefore don't expect any live superfast services using new funding before the end of 2019. As such I think the community fibre partnership route is the best route to take for any community not currently in plan and with a desire for superfast broadband services.

Can I ask the Parish Council to ascertain all areas within your Parish which are currently NOT receiving superfast broadband so that iNorthumberland can be informed asap. Postcodes would be preferable if possible.

War on Potholes – Although I drive around all of my ward and report any potholes I come across (which are many), can I also ask the Parish Council Clerk/Councillors/residents to log onto the NCC website and report them <https://online.northumberland.gov.uk/citizenportal/form.aspx?form=557> as they see them, or, telephone 0345 600 6400 and ask for Highways.

Roads in the Longhoughton Ward – I have contacted the Head of Highways (North) Graham Bucknall and advised him of my concerns that road re-surfacing in and around Craster Parish is a major priority, Heugh Wynd, Craster is a major concern. I would ask the Parish Council to ensure that they make this action one if not all of their 3 Local Transport Requests in September in order to draw attention to the poor state of local roads. Other areas of concern are, Craster, Heugh Wynd, Embleton, the Greyfield Estate and the Creighton Hall road, the B1340 from Christon Bank to Alnwick, the road to Doxford especially outside the Doxford Hall Hotel, Brunton Village and Ditchburn Road, Eglington and the road to Stamford and Embleton near Rock.

There are 2 major resurfacing schemes around Christon Bank, one on the B6347 West Falloden to Christon Bank, and one on the B1340 The Lonnen, Christon Bank. There are major surface dressing schemes at South Charlton, Storrars Bank, Longhoughton (C80), Rock to Rennington (C73), and the B1339 south of Longhoughton. There is also a Micro Asphalt scheme at Trenchard Way in Longhoughton

Area Council (North) Meeting dates 2018/19

May 24th 2018

June 21st

July 19th

August 23^d

Sept 20th

October 18th

November 22nd

December 20th
January 24th **2019**
February 21st
March 21st
April 18th
May 23rd

Introduction to Making Tax Digital

From April 2019, as part of the Government's Making Tax Digital (MTD) programme, VAT registered businesses with taxable turnover above the VAT registration threshold (currently £85,000) will have to keep their records digitally (for VAT purposes only) and submit their VAT return information to HMRC digitally through 'MTD functional compatible software'. If you are VAT registered and don't currently use a digital accounting package (such as Sage, Xero or QuickBooks) to record your VAT information (e.g. invoices to customers and from suppliers), you need to start planning for Making Tax Digital now.

Making Tax Digital is a key part of the government's plans to make it easier for individuals and businesses to get their tax right and keep on top of their affairs - meaning the end of the annual tax return for millions.

Every individual and business now has access to their own personalised digital tax account and these are being regularly expanded and improved. HMRC's ambition is to become one of the most digitally advanced tax administrations in the world, modernising the tax system to make it more effective, more efficient and easier for customers to comply. There is widespread agreement that Making Tax Digital for Business is the right approach for the future. However a number of concerns about the pace and scale of change have been raised. As a result the [government has announced](#) that the roll out for Making Tax Digital for Business has been amended to ensure businesses have plenty of time to adapt to the changes. Businesses will not now be mandated to use the Making Tax Digital for Business system until April 2019 and then only to meet their VAT obligations. This will apply to businesses who have a turnover above the VAT threshold - the smallest businesses will not be required to use the system, although they can choose to do so voluntarily. The government will re-introduce the legislation to give effect to Making Tax Digital for business that was published in the Finance Bill after the Spring Budget. From April 2019 businesses above the VAT threshold will be mandated to keep their records digitally and provide quarterly updates to HMRC for their VAT.

A1 Road Closure – A meeting took place at the Bluebell Hotel at Belford on Saturday 24th February with Highways England and was chaired by M.P. Anne-Marie Trevelyan. Many local residents advised the meeting of their concerns and worries about difficulties in running their businesses and that there had been no proper consultation and no alternative routes had been properly considered. After listening to residents, Highways England decided to cancel the roadworks which were due to take place on March 2nd and they will be rescheduled later in the year. The weather would also have effectively stopped the roadworks from going ahead on that date.

YOUNG PEOPLE'S COACHING PROGRAMME

Northumberland County Council coaching programme for young people is designed to help them plan for a future that they feel they can cope with and fit into. They can help to:

- build confidence
- achieve goals
- manage difficult issues
- help troubled young people get back on track
- encourage a better learning or work ethic
- discover potential and set goals
- introduce informal learning, visits and taster days
- travel planning and training

It is for 16-18 year olds who are not in education, or up to 25 years if you have a special educational need. Coaching sessions are available across Northumberland. Call Michael on 01670 622 112 or 07867 441 942 or email Michael.Holliday@northumberland.gov.uk