

MEETING OF CRASTER PARISH COUNCIL
Thursday 17th May 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 19th April 2018

2364 Matters Arising

2365 Election of Chair – Councillors are asked to elect a Chair for the Parish Council for the period of 1 year.

2366 Election of Vice Chair – Councillors are asked to elect a Vice Chair for the Parish Council for the period of 1 year.

2367 Co-option to Council of Mrs Jennifer Doherty – Councillors are asked to consider the co-option of Mrs Jennifer Doherty to the Parish Council

2368 Election of representatives on local community groups - Councillors are asked to elect representatives from the Parish Council to local community groups.

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 (Apr-May 2018) - £240.00

PAYE (Apr-May 2018) £60.00

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

2370 County Councillor's report - circulated Questions to the CC

2371 Update on programme of work from NCC – report by Cllr Henry Cummins on various works going on in Parish by NCC – speed limits, quarry car park, etc.

2372 Formal adoption of Standing Orders - Councillors are asked to formally adopt the reviewed Standing Orders.

2373 EJBC (Embleton Joint Burial Committee) Verbal update from Parish representative

2374 Planning Matters

18/00520/FUL | Erection of two dwelling houses with underground garages. | Land To North Of Heugh View

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

2373 Parish Council policies – Councillors are asked to consider the formal adoption of an Equality and Diversity policy and a vexatious behaviour policy

2374 LEADER Grant update – report from Clerk updating Parish Council on LEADER project

2375 Conservation Area – Councillors are asked to vote on whether they would like to have a Conservation Area for Craster.

2376 Listing of Village Assets – Councillors are asked to consider the listing of the Tourist Information Centre as a community asset.

2377 Tendor for Grass Cutting in the Parish – Councillors are asked to consider how they wish to tendor for grass cutting in the Parish going forward.

2378 Transparency Fund update – update on Transparency Fund and Facebook page for CPC.

2380 Craster Community Trust – report from Parish Council representative

2381 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.

2384 Parish Council Administration – 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 21st June 2018.

Open to Public & Press

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

2361 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.

2362 Apologies for absence

Apologies were received from Cllr Bryn Owen

2363 Confirmation of the Minutes for the Meeting of 21st March 2018

The Minutes of the Parish Council Meeting held on 21st 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.

2364 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.

2365 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.

2366 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**

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.

2367 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.

2368 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.

2369 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.

2370 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.

2371 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.

2372 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.

2373 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.

2374 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 21st 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.

2375 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.

2376 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.

2377 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.

2378 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.

2379 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.

2380 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.

2381 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 advise dthat he would write to the County Council's Highways Department to ask them to look into this.

2382 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.

2383 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.

2384 Agenda Items for Annual Parish meeting on 9th 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.

2385 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.

2386 Date and Time of Next Meeting

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

Open to Public & Press

Craster Parish Council - Financial Position @ 13th May 2018				
RECEIPTS				This Year
		Precept		£ 1,250.00
		Bank/VAT		£ -
		Refunds		£ 39.00
		Misc		£ -
		TOTAL RECEIPTS		£ 1,289.00
PAYMENTS				This Year
		Salary		£ 240.00
		HMRC		£ 60.00
		Grants/ Donations		£ -
		Travel		£ -
		Postage Etc		£ -
		Burial Cmttee		£ -
		Admin		£ -
		Misc		£ 5,409.71
		VAT		£ -
		Bank		£ -
		TOTAL PAYMENTS		£ 5,709.71
		Increase/Decrease in Funds		-£ 4,420.71
		Funds at start of the year		£ 16,240.44
		Funds at end of the year		£ 11,819.73

COUNTY COUNCILLOR REPORT

County Councillor wendy pattison

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Craster Parish

Craster 20mph Speed Limit – Traffic Scheme has been sent out for implementation, Decision report is 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.

Conservation Area – On Thursday 19th April the Parish Council agreed further investigations regarding a Conservation Area for Craster. Although conservation areas mean some extra planning controls and considerations, these exist to protect the historic and architectural elements which make a place special. NCC Conservation Officer, Mr Ian McCaffery attended the Parish Council Meeting on April 19th and explained to Councillors what a Conservation area would mean for Craster. Mr McCaffery will hopefully be returning to speak at the public meeting which is due to held on May 9th 2018.

Parking problems at South Acres and Heugh Road - I have been in discussions with NCC Housing Officer, Simon Crosthwaite about the difficulties encountered by residents trying to park their cars at South Acres, although, concerns have also been raised regarding Heugh Road. I met with Simon Crosthwaite on Thursday, April 26th and also with a couple of residents at South Acres to discuss what can be done to try to alleviate this problem. I have contacted NCC Traffic Management for their input regarding this problem and an onsite meeting will be arranged with Traffic Management, Simon Crosthwaite and also myself to discuss various options. I will keep the Parish Clerk informed at all times and If any representative(s) from the Parish Council would like to attend an onsite meeting, Adam will forward the time and date of the meeting to all Councillors. It is looking like week beginning 21st May for this meeting and is provisional for the afternoon of the 22nd May, however, no confirmation to date has been received from Traffic Manager, Richard McKenzie whether this date is suitable.

Action plans to improve Town Centre parking

You may be aware that last year the County Council commissioned consultants to carry out parking studies and survey work in Berwick, Hexham, Morpeth and Alnwick, to help develop options for future parking needs in these towns.

The studies found many of the issues identified were common to all of the towns, however there were also some key differences so bespoke strategies were developed for each area. Detailed work has been carried out to seek the views and opinions of the local county councillors, town councils and other key stakeholders on the findings of the consultants' studies and get their recommendations on a range of potential measures to help address parking issues in their areas. Individual parking action plans have now been developed for each of the four towns that build on the studies and take on-board the views and opinions of

all stakeholders. The action plans for Hexham, Berwick and Alnwick have now been agreed with each of the Town Councils and published on the County Council's web page. The draft action plan for Morpeth is to be considered at a meeting of Morpeth Town Council in early May and once agreed will also be published.

It's clear that extra car parking is required in all four towns to address the existing parking problems and plan ahead for anticipated future housing growth and demand and securing extra parking capacity therefore forms a key element of our plans. However, just building more spaces alone will not solve the parking problems. This would just lead to extra traffic in the town centres and create even more reliance on car travel.

That's why a range of immediate, medium term (6 to 24 month) and longer term (greater than 24 months) measures are being proposed within the action plans alongside increases in capacity to help manage demand, improve enforcement controls and ensure our town centres remain attractive places to visit.

Significant capital investment is required to deliver the action plans, especially to develop extra parking capacity. Individual business cases will be developed to seek approval for capital funds to improve parking from the £10m capital programme allocation for parking within the council's Medium Term Financial Plan.

In Alnwick the availability of potential sites is severely limited. While work will be carried out to assess the feasibility of decking part of Greenwell Road car park, the immediate focus is on making best use of existing capacity and improved usage through a range of measures including changes to time limits, maximum stay periods and better signage. A key focus will also be progressing work to assess the feasibility of a seasonal park and ride arrangement.

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