

**MINUTES OF MEETING OF CRASTER PARISH COUNCIL**  
**Thursday 29th July 2021 – 6.00pm in the Hall**

**Councillors present:**

**Chair:** Martin Smith

**Parish Council members:** Steven Bagley, Margaret Brooks, Michael Craster, Michael Doherty and Elizabeth Pearson.

**In attendance:** 9 members of the public and Mr Robin McCartney (NCC Highways Infrastructure Manager).

**Clerk:** Adam Shanley

**1. Apologies for absence**

Apologies were received from Cllr M Green.

**2. Declarations of interest**

None received.

**3. Confirmation of the minutes for the meeting held on 17th June 2021**

The minutes of the meeting held on 17<sup>th</sup> June 2021 were unanimously agreed as a true and accurate record of proceedings.

**4. Co-option of Mr Alan Gregory on to the Parish Council**

Councillors unanimously agreed to suspend Standing Orders relating to the provision of a CV prior to a co-option.

Mr Alan Gregory advised that he is keen to stand for the Parish Council in order to make a positive contribution to the community.

Councillors unanimously **agreed** to co-opt Mr Alan Gregory to the Parish Council.

**5. Public participation**

Ms Monica Cornall advised that she was attending the meeting to speak in opposition of application 21/02305/FUL.

Mr Steven Reeves advised that he was attending the meeting to speak in opposition of application 21/02775/FUL.

Mrs Marion Gallon asked if the Parish Council could purchase some metal hoops to keep litter bags open for any community litter picks which take place. It was **agreed** that the Parish Council should purchase one hoop and Cllr Alan Gregory offered to fashion more from the one purchased.

Mr Michael Robson asked about the double yellow lines which stop halfway up the tower bank. Mr Robson advised that this is encouraging cars to park opposite the coast guard station. Mr Robson asked that this be reviewed with NCC.

Mr Michael Robson also asked about the overhanging trees at the entrance of the quarry car park. Mr Robson advised that pedestrians are having to step out to let cars through and he felt that NCC should have a regular maintenance plan in place.

Mr Michael Robson also advised that there are two remaining signs advising the "last remaining plot" at Park Burn Court. Mr Robson advised that he understood that the last plot was sold 4 months ago and the signs should therefore be removed. The Clerk advised that he would contact the company responsible immediately.

**6. Report by County Councillor Wendy Pattison**

The Chair advised that Councillor Pattison has given her apologies for this meeting owing to a scheduling clash. The Chair highlighted Councillor Pattison's report to all present and advised all to direct any queries/ NCC-related matters to Councillor Pattison.

The Clerk also advised that Cllr Pattison has advised that she would be happy to arrange Cllr Glen Sanderson, Leader of Northumberland County Council, to attend a future meeting of the Parish Council.

## **7. Update on pilot scheme to permit overnight use of motorhomes within selected NCC car parks within the Northumberland Coast AONB**

The Clerk advised Members that the Parish Council has recently been contacted by the Director of Local Services at NCC regarding a proposed scheme to permit overnight use of motorhomes within selected NCC car parks within the Northumberland Coast AONB.

In the correspondence, the Clerk advised that NCC has set out that Northumberland is now recognised as one of the UK's best visitor and holiday destinations and, with the rise in 'stay-cation' holidays due to the Covid-19 restrictions, the county is expecting to see record numbers of visitors again this summer. The issues being caused by the increased influx of visitors along with potential mitigation measures were discussed at the Coastal Summit virtual meetings.

The Clerk advised that, as part of the proposed preparations to welcome this influx of visitors, and in response to the increased popularity of motorhomes and issues experienced by some communities along the coast related to motorhomes parking overnight and camping at inappropriate locations, the County Council was looking to put in place a pilot scheme this summer to allow overnight parking and camping by motorhomes at some carefully selected Council car parks.

The Clerk advised that, during the development of the pilot scheme, the County Council has sought to identify what consents must be in place to enable motorhome owners to lawfully park up and sleep overnight within a designated area of a council car park. The Clerk advised that NCC has now advised that the legal advice received has confirmed that in addition to the need to amend the existing legal orders that prohibit overnight parking, cooking and camping in Council car parks, the Council would also need to secure planning consent for this proposed activity. The Clerk advised that the County Council have reviewed this advice in detail and have been unable to identify any planning exemption or permitted development rights that could be used to authorise this activity on a temporary basis this summer. The County Council is therefore unable to proceed with the proposed motorhome parking pilot scheme this summer but will be looking to put forward the pilot scheme proposals for consideration early next year.

The Clerk advised that, in the meantime, NCC's parking policy of no overnight parking, cooking and camping remains in place within their car parks, and NCC hope that motorhome owners will still consider visiting and make suitable arrangements to stay overnight at some of the camping and caravan sites that Northumberland has to offer. Details of camping and caravan sites and other holiday accommodation available in the county is being promoted via Visit Northumberland.

The Clerk advised that NCC's planning department has also updated the NCC web page to provide guidance on the recent relaxations of planning rules on 'pop-up' car parks and camping sites, which also explains the position with regards to motorhomes/caravans.

## **8. 2022-23 Local Transport Plan Programme Consultation**

The Clerk advised that NCC is starting its Local Transport Plan (LTP) Programme for 2022/23 and as part of this process would like to know what the Parish Council's top three highways and transport priority issues are for the parish, so that they can be considered for inclusion in the LTP Programme for 2022/23. This consultation is part of the annual review of LTP Priorities and the consultation concludes in October.

Members considered their priorities for the area and agreed that double yellow lines at the top of tower bank should be included as one priority. Members also agreed to consider two further proposals with the agreement being to bring this to Full Council in September for a formal and final decision.

## **9. Report from Embleton Joint Burial Committee representative**

Cllrs Margaret Brooks and Elizabeth Pearson provided an update as Parish Council representatives on the EJBC.

Cllrs Brooks and Pearson advised that the tenant is still living in the house, is happily settled there and the rent being paid is funding the repayments of the works loan.

Cllr Pearson also advised that the burial ground is looking fantastic and is very well maintained.

#### **10. Report from Craster Community Trust representative**

Cllr Michael Craster provided an update on the Trust as the Parish Council representative. Cllr Craster reminded all present that the Trust's AGM will be taking place on Saturday; all welcome and will be offered a cup of tea and a biscuit.

#### **11. Update on the installation of the Craster trail map in the quarry car park**

Cllr Margaret Brooks advised that there is an issue with the condition of the information board at the quarry car park, with water accessing the inside of the board.

The Clerk advised that he had been in touch with the supplier of the board and asked for their advice about this.

Cllr Margaret Brooks advised that the map is waterproof but there is an issue of moss inside the board. The Clerk advised that he would seek advice from the supplier and advise accordingly.

#### **12. Update from the fundraising/community project scoping committee**

Members again expressed their support for the work of the fundraising committee and **agreed** the following terms of reference for this committee:

Craster Parish Council has created the Community Projects Fundraising Committee, consisting of representatives from all community groups in the parish who wish to be a part of this Committee.

A quorum for this Committee will be no less than three members. The Parish Council has assigned to the Community Projects Fundraising Committee the following Terms of Reference:

##### **1. Title of Committee**

Craster Community Projects Fundraising Committee

##### **2. Committee Membership and voting**

The membership of the Committee shall comprise all formally constituted organisations within the Parish Council area who wish to take part. The Committee has delegated responsibility from the Parish Council to decide on its own membership. Any organisation wishing to be a part of this Committee need only apply in writing to the Parish Clerk.

The membership of the Committee shall elect from their own voting membership a Chair and a Deputy Chair for a period of 12 months, from the date of the first full meeting of the Committee after these Terms of Reference are approved by Council.

Each member of the Committee – that is, each community organisation - shall nominate up to 2 representatives or delegates from its membership to attend meetings of this Committee. Others may be invited in a non-voting, non-speaking capacity (unless invited to speak by the Committee). The Parish Clerk will act as the Secretary of the Committee. All members have equal rights and votes will be taken on contentious issues or where consensus is not achieved on those items where the Committee wishes to make a formal statement or proposal. In the case of an equality of votes, the Chair (or Deputy if the Chair is absent) shall have a second or casting vote.

The Committee operates on a one member, one vote basis.

The quorum necessary for the transaction of the business of the Committee shall be no less than one third of members of the Committee or three, whichever is the greater.

### **3. Purpose of the Committee**

The purpose of the Committee is to seek donations/funding for community projects and to coordinate the parish's overall approach to developing support and fundraising for these projects.

The Committee shall be responsible for and shall manage all fundraising activities in the parish, insofar as they relate to the work of this Committee.

The Committee shall make recommendations to the Parish Council on how funding is allocated towards projects.

### **4. Responsibilities of the Committee**

The Committee shall be responsible for:

- Representing the interests of local residents in their consideration of relevant issues affecting the Parish.
- Promoting equality in the work of the Committee and in the development of relevant projects.
- Working with the Parish Council and other stakeholders to implement proposals to the benefit of all residents.
- Providing information and sign posting assistance to residents.
- Making representations to the Parish Council and other stakeholders on a range of issues which are (either negatively or positively) impacting local residents, as appropriate.

Members of the Committee will be expected to:

- Represent the interests of all residents and groups;
- Use their best endeavours to work together to enable the Committee to meet its responsibilities;
- Treat others at the meeting with respect.

### **5. Proceedings at meetings**

#### **Notice of Meetings**

Items for inclusion on the agenda should be submitted to the Secretary no later than 10 working days prior to a meeting.

The agenda and papers for discussion shall be circulated no less than 3 working days prior to the meeting, not including the date of publication of the agenda nor the date of the meeting.

Late items will be accepted at the discretion of the Chair and shall only be matters that are urgent and could not be included in the agenda.

Dates, times and means of access to meetings will be publicised on the Parish Council website. As far as possible, members should also publicise dates, times and means of access to meetings on their own websites.

## **Servicing of Meetings**

Servicing of meetings will be arranged by the Committee Secretary (the Parish Clerk). Minute taking and reports will be the responsibility of the Parish Clerk in consultation with the Chair and Deputy Chair. Approval of minutes will be sought at the next scheduled meeting of the Committee.

## **Frequency of Meetings**

The Committee will meet once every 3 months. The Chair, after consultation with the Committee Secretary, may convene an extra-ordinary meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

## **Review of Terms of Reference**

These Terms of Reference will be reviewed once every 12 months from the date of the first full meeting of the Committee.

## **6. Governance of the Committee**

The Committee shall report to and make recommendations to the Parish Council, insofar as these relate to the work of this Committee.

All funds raised through fundraising activities shall be paid to the Parish Council bank account and reported separately to the work of the Parish Council.

The Parish Council is audited every year and this will include the funds raised by the work of this Committee.

### **13. Planning Matters:**

**21/02305/FUL** | Change of use of agricultural land to grass car park with reinforcement mesh to protect grass surface. Access through existing field access. Car park to be fenced off using post and rail fence. | Land North East Of Dunstan Steads Farm Embleton Northumberland. It was **agreed** to object to this proposal. The Clerk **agreed** to draft the response to this application.

**21/02775/FUL** | Construction of 2no houses for rent with associated landscaping | Dunstan House C74 Dunstan Village Main Road Dunstan NE66 3SY. It was **agreed** to object to this proposal. The Clerk **agreed** to draft the response to this application.

### **14. Update on the current traffic regulation order relating to parking in Craster village.**

The Chair reminded Members that, at the parish meeting held on 26<sup>th</sup> July 2021, members of the public had unanimously agreed to contract the services of a third party independent consultant to review the traffic scheme in place at present in Craster. The Chair also reminded Members that the community had agreed to accept the outcome of this report and to ensure that NCC has a copy of this.

The Chair advised that the terms of reference for the consultant would be clear:

1. To carry out a review of the current scheme in place at the moment and to advise whether this is working and/or appropriate for Craster.
2. To provide his assessment of whether a Residents Permit Parking Scheme would be suitable for Craster.
3. To provide a range of options to resolve the parking issues in Craster village.

The Clerk advised that he had sought a number of quotations for this work to be carried out and the costs associated with this work are set out as 3 separate options:

### Option 1 - £1800+VAT

An option is to carry out a number plate survey of vehicles entering Craster east of the main car park on a weekday and a weekend day. This is relatively expensive at around £500 for each day. From the survey it would be possible to extract buses and service vehicles from the traffic numbers. It would also be possible to remove from the background data the vehicles that were already parked in Craster in the morning and are thus likely to be the vehicles of residents and people staying in holiday accommodation. Most other vehicles are likely to be visitors. This could be supplemented with mid-afternoon observations to identify parking and congestion problems. A brief report could be compiled to summarise the data and to what extent the emergency TRO seems to be effective and including comment on a residents' parking scheme.

### Option 2 - £1100+VAT

A simpler approach would be to carry out a classified vehicle count using an automatic vehicle counter and this would tell us how many cars drive into and out of Craster. It would identify buses and service vehicles, but it would not be possible to determine whether the cars are those of visitors or residents. This approach would have to be supplemented with mid-afternoon observations to identify parking and congestion problems. A brief report could be compiled to summarise the data and to what extent the emergency TRO seems to be effective and including comment on a residents' parking scheme.

### Option 3 - £850+VAT

A simpler approach still would be to carry out observations to try and determine the extent to which the TRO is being ignored and whether any traffic problems are evident. The observations would be carried out by myself for 3 hours on a weekday and a weekend day. A brief report could be compiled to summarise the data and to what extent the emergency TRO seems to be effective and including comment on a residents' parking scheme.

Members unanimously **agreed** to contract the services of this consultant. Members also **agreed** to option 1. The Clerk advised that the consultant's report would be included in the September Agenda for Full Council.

The Chair also took the opportunity to thank all those involved in making the tubs to the entrance to the village look so spectacular. The Chair advised that the original proposal was to launch a competition but the Council **agreed** that all of the volunteers involved should receive a prize, including Cllr Margaret Brooks and Alan Brooks whom the Chair highlighted as having done a fantastic job for this scheme.

### **15. To consider any actions arising from the parish meeting held on 26<sup>th</sup> July 2021**

The Chair advised that he felt that the substantive item from the Parish meeting had been discussed and there were no other actions arising from the parish meeting. This was unanimously agreed by Members.

### **16. Items for next Agenda**

The Chair reminded Members to contact the Clerk if they wished to have an item on the next Full Council Agenda. Cllr M Doherty raised the issue of the previously discussed proposal of arranging a party for the local community and asked if Members would support this proposal and, if so, what budget could be allocated towards this. Members provisionally **agreed** to provide £1,000 towards a party for the community with an upper limit of £1,500. 6 Members voted in favour of this and 1 Member abstained.

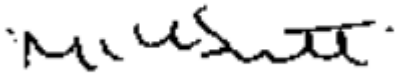
The Clerk advised that a report on this proposal would need to come to the next Full Parish Council meeting.

### **17. Date and time of next meeting**

16<sup>th</sup> September 2021 – 18:00pm in the Craster Memorial Hall

There being no further business, the Chair thanked all for their attendance and participation and closed the meeting.

Signed,

A handwritten signature in black ink, appearing to read 'M. S. Smith'.

**Chair of Craster Parish Council**  
**16<sup>th</sup> September 2021**