

MEETING OF CRASTER PARISH COUNCIL
Thursday 20th April 2023 – 7:00pm in the Hall

Agenda

Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that the meeting of **Craster Parish Council** will be held in **Craster Memorial Hall** on **Thursday 20th April 2023 at 7:00pm** to transact the following business:

- 1. Welcome and apologies for absence**
- 2. Declarations of interest**
- 3. Confirmation of the minutes for the meeting held on 16th March 2023**
- 4. Matters arising**
- 5. Discussion with Quay Street Productions regarding proposed filming in Craster**
(between June – September).
- 6. Public participation**
- 7. Report by County Councillor Wendy Pattison** – report included.
- 8. Report from Embleton Joint Burial Committee representative**
- 9. Report from Craster Community Trust representative**
- 10. Progressing the mobile phone mast in Craster quarry car park**
- 11. Update on the traffic calming scheme to the entrance of Craster village**
following meeting with NCC officers
- 12. Proposal to establish a Working Group to review important Parish Council documents** (e.g. Standing Orders, new policies, etc).
- 13. Request for a voluntary contribution to the Parish Council precept** – to agree the letter to holiday let owners and proposed projects (possibilities of Dunstan defibrillator and artistic sign).
- 14. Proposal to host a volunteering day to clear the land to the entrance of the village**
- 15. To agree the date and time of the Annual meeting of the parish**
- 16. Planning Matters:**
 - Update 23/00690/FUL** | New hard landscaping including alterations to change timber deck to slate upper and lower patio. Timber fence to be replaced with metal post and wire rail to match neighbouring property. Steps to be amended to connect upper and lower patio. | Harbour Cottage 5 Haven Hill Craster Alnwick Northumberland NE66 3TR
 - Update on 22/04343/FUL** | Proposed alterations and refurbishment of existing garage structure to provide garden store and the addition of a sunroom. | Waters Edge Haven Hill Craster Northumberland NE66 3TR
 - Update on 21/02775/FUL** following the North Northumberland LAC meeting of 20th April 2023
- 17. Items for next Agenda**
- 18. Date and time of next meeting**
18th May 2023 – 6:30pm in Craster Memorial Hall.

And pursuant to the provisions of the above-named acts, I hereby summon you to attend the said meeting.

Adam Shanley
Clerk of Craster Parish Council

MINUTES OF MEETING OF CRASTER PARISH COUNCIL
Thursday 16th March 2023 – 6:30pm in Craster Memorial Hall

Councillors present:

Chair: Martin Smith

Parish Council members: Margaret Brooks, Ann Fettis, Elizabeth Pearson, Alan Gregory and Rosie Robson

In attendance: 4 members of the public.

1. Welcome and apologies for absence

Apologies were received from Councillor M Craster and M Green as well as County Councillor W Pattison.

2. Declarations of interest

None received.

3. Confirmation of the minutes for the meeting held on 15th February 2023

The minutes of the meeting held on 15th February 2023 were unanimously **agreed** as a true and accurate record of proceedings.

4. Matters arising

None received.

5. Public participation

Mrs Jackie Reeves raised the issue of having a defibrillator in Dunstan where there is presently no provision for this, whereas there is a defibrillator in Craster. The Chair advised that the defibrillator in Craster was provided by the Stephen Carey fund who would be able to give the Parish Council and residents the most relevant advice on locations and specifications for any new defibrillator to Dunstan village.

The Parish Council agreed to investigate this in more detail and consider this at the next meeting.

Ms Marjorie Taylor asked that NCC be asked to remove the two Covid-19 social distancing signs in the village. The Clerk advised that he would sort this out.

Ms Marjorie Taylor also highlighted that Charlie's Path is becoming extremely slippery and overgrown. The Clerk and Vice-Chair agreed to discuss this with Steve Tenant and see if he could get this resolved.

6. Report by County Councillor Wendy Pattison

The Chair reminded Members that Councillor Wendy Pattison had circulated her report and asked all those in attendance to direct any queries about this report to Councillor Pattison.

The Parish Council recorded its thanks to Councillor Pattison for her support in getting potholes filled in the village.

7. Report from Embleton Joint Burial Committee representative

Councillor E Pearson provided a report to Council as the Parish Council representative on the EJBC.

Councillor E Pearson advised that the EJBC had received an offer of a sign from the Commonwealth War Grave Commission for the cemetery and this is being investigated.

Councillor E Pearson also advised that the Committee is looking to have some natural foliage installed by the fence of the cemetery house to screen this area off more sympathetically to the surroundings.

The Clerk also reminded Members that he had received correspondence from the Clerk of the EJBC to ask if Craster Parish Council would consider adopting the same publication scheme as the other Parish Councils on the EJBC. Members unanimously agreed to adopt this scheme for the Parish Council.

8. Report from Craster Community Trust representative

Mrs Helen Chamberlain provided a report to the Council in the absence of Councillor M Craster.

Mrs Helen Chamberlain advised that the Trust had arranged for a computer training session to take place and this had gone extremely well and thanked the instructor and all those who had attended this.

The Parish Council formally recorded its thanks to the Trust for this provision.

9. Update on the planning application for the mobile phone mast in Craster quarry car park

The Clerk advised that he had been engaging with relevant officers at NCC in order to progress the proposal of having a mobile phone mast installed in Craster.

The Clerk advised that he will continue to engage with officers in order to expedite this process as quickly as possible and he would keep the Council updated on how this progresses.

10. Report following the power cut on Wednesday 8th March 2023

The Parish Council took the opportunity to thank the Community Trust for all of their work during the power cut experienced on Wednesday 8th March in the village. The Trust had opened the Hall during the power outage and, thanks to the Tesla battery, was able to offer residents light, heat, warmth and food during the outage.

Mrs Jackie Reeves advised that this had taken 6.6Kw of power during the day and, by the end of the day, the battery was fully charged again thanks to the solar panels.

The Chair remarked that this power outage had highlighted the real benefit of this project and thanked all those involved in securing the Tesla battery and solar panels to the Hall.

Mrs Jackie Reeves highlighted that the staff at NPG who attend properties of vulnerable residents had not been aware of the power and WIFI in the Hall (in order to access their list of residents to visit) when attending the village and asked that NPG be reminded of this provision. The Clerk advised that he would send a reminder to NPG for this.

11. Planning for the Coronation weekend celebrations (6th – 8th May 2023)

Mrs Helen Chamberlain advised that the Craster WI and the Trust would be hosting a Coronation Afternoon Tea party in the gardens of the church (or in the event of wet weather in the Hall) on Sunday 7th May between 2pm and 4pm so as not to disturb any viewing of the Coronation on Saturday.

The Clerk advised that he would arrange for the plates etc to be dropped off in Craster ahead of the event.

12. Update on the traffic calming scheme to the entrance of Craster village

The Clerk reported that he had been contacted by NCC's Highways department to advise that the Council is soon to be presenting its proposals for a more permanent entrance to Craster village and is hoping to meet with the Parish Council to discuss these proposals.

The Chair advised that he was most keen that the County Council engages with the Parish Council at an early stage in order to go through the proposals and make any changes as necessary based on local needs, etc.

Councillor R Robson advised that she would coordinate this with NCC and look to meet with relevant officers as soon as possible.

13. Planning Matters:

23/00690/FUL | New hard landscaping including alterations to change timber deck to slate upper and lower patio. Timber fence to be replaced with metal post and wire rail to match neighbouring property. Steps to be amended to connect upper and lower patio. | Harbour Cottage 5 Haven Hill Craster Alnwick Northumberland NE66 3TR. It was **agreed** to note this application.

Update on 22/04343/FUL | Proposed alterations and refurbishment of existing garage structure to provide garden store and the addition of a sunroom. | Waters Edge Haven Hill Craster Northumberland NE66 3TR. It was **agreed** to object to this application. It was also **agreed** that Jo-Anne Garrick should be asked to draft the objection to this proposal.

Update on 21/02775/FUL | Construction of 2no houses for rent with associated landscaping | Dunstan House C74 Dunstan Village Main Road Dunstan NE66 3SY. The Council **agreed** to maintain its objection to this application and to be represented by the Parish Clerk at the forthcoming meeting of the North Northumberland Local Area Council meeting on 20th April 2023.

14. Items for next Agenda

The Chair reminded colleagues to contact the Parish Clerk if they wished to have any items discussed as part of the next Council meeting Agenda.

15. Date and time of next meeting

18th May 2023 – 6:30pm in Craster Memorial Hall.

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

Signed,

**Chair of Craster Parish Council
(20th April 2023)**

CRASTER PARISH: COUNTY COUNCILLOR REPORT



County Councillor Wendy Pattison

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CRASTER PARISH

THE HERBERT PROTOCOL

What is the Herbert Protocol? This was established to protect people with Dementia or Alzheimers who go missing. It is a **simple risk reduction tool to be used in the event of an adult with care and support needs going missing**. It consists of a form that contains vital information about a person at risk that can be passed to the police at the point the person is reported missing. This form can be accessed on the Northumbria Police website.

The Herbert Protocol form records all vital details, such as medication required, mobile numbers, places which may have been previously located, a photograph etc. Adults that go missing are often a concern for all partners involved within Safeguarding Adult Boards. Going missing can be an indicator that a person may be at risk of harm. The reasons for a person to go missing are complex and could be linked to a range of personal, family or social issues. It is recognised that a person over 18 years may be missing with no risk through their own choice. Their right to privacy must be observed and details of their location not divulged if this is their expressed decision. If there are however concerns about the safety and wellbeing of the person or others, a decision may have to be taken to share the details of the location with relevant agencies and within the context of statutory duties and powers to enable safeguarding actions to be

taken (e.g. assessment under the Mental Health Act (MHA) or Mental Capacity Act (MCA). There are specific concerns for adults who have needs for care and support who go missing and the potential risks of exploitation and significant harm. This protocol has been developed between Northumbria Police and six Safeguarding Adult Boards- Northumberland, North Tyneside, Newcastle, Gateshead, South Tyneside and Sunderland. It is designed to ensure a consistent approach across the Northumbria Police Force footprint and recognises that the missing episode of a vulnerable adult requires a multi-agency response. Sometimes this will require a safeguarding adults response, sometimes it will require multi-agency responses outside of safeguarding adults procedures. The protocol builds upon Northumbria Police and partner agency policies and processes and is designed with the intention of reducing missing episodes among adults and improving opportunities to safeguard them. The intention is to provide the best possible service to adults who are missing or at risk of going missing. Multi-agency support is vital for: effective risk assessment; to address the reasons why people go missing; provide the necessary help when it is needed; and reduce the likelihood of future missing episodes.

THE WINNIE PROTOCOL - MISSING ADULT INFORMATION FORM

What is the Winnie Protocol? The Winnie Protocol is a scheme created by Northumbria Police and the Northumberland, Tyne and Wear Safeguarding Adult Boards to encourage carers and professionals to record useful information which could be used in the event of an adult going missing. This will support Northumbria Police and partners to locate and support the individual in

the event of a future missing episode and reduce the risk of harm. The Winnie Protocol will be particularly useful for those adults who have repeat missing episodes. The Winnie Protocol follows the same principles of the national Herbert Protocol scheme, which was established to protect people with dementia or Alzheimers who go missing. The Herbert Protocol is still to be used for those individuals. What is the purpose of this form? The purpose of this form is to record important information about the person you support. In the event the person goes missing – the form will be used by the police, care workers and partner agencies to understand the person's routines, interests and information as fast as possible. The form should only be completed with the consent of the adult, and ideally should be completed with the adult.

Advice to follow when employing a builder

Building a house or having an extension built is probably one of the most expensive things you will ever do so it is worth taking care when you choose your builder.

Following an increase in the number of complaints about building work in the county, Northumberland County Council's Public Protection Trading Standards team is offering some advice on things you can do to try and make sure the job goes as smoothly as possible.



Be clear about what you want Write a detailed description of the work that needs to be done as far as you understand it before talking to builders. The more specific you are, the greater your chances of getting an accurate quote for the work. There is also less chance of any misunderstandings occurring between you and the builder.

Nothing beats a good personal recommendation. Do you know someone who is pleased with similar work they have had done? Will they let you come and have a look at it? Talk to them about what went well and any problems they had?

Placing requests on social media may not always get genuine results and it could be the builder responding, their employees or their friends.

Get references - Ask how long the builder has been trading and what experience they have in the type of build you are after. Get three references and ask to see recent examples of the builder's work if possible. This is better than just getting written references which might not be genuine. Don't be afraid to speak to the homeowners to find out how the business interacted with them before, during and after the build.

Check their trading history Check the history of the company or individual. Consider checking whether any County Court Judgements have been awarded against them particularly any that remain unpaid. The Registry Trust website www.trustonline.org.uk will provide details for a small fee. A simple internet search on their name may also yield interesting information.

Check qualifications Ask if the builder is a member of a relevant trade association (e.g. Federation of Master Builders) and see copies of certificates.

Check whether the builder has insurance Check that the builder has insurance cover and that it won't run out while they are working. The builder should have public liability insurance which is needed in case someone gets hurt on site. They may also have cover in case there is damage to your property, they go bust or have an accident, so you can pay someone else to finish the job.

Check if you need planning permission Before you start any building work, contact your local authority planning department to enquire about planning permission. If you don't get planning permission where needed, you'll be breaking the law and you may be required to pull the building work down.

Check if your work needs to meet building regulations Some building work requires a building regulations application. It may be worth employing the services of a qualified Architect or Building Surveyor, depending on the type of work being undertaken.

AGREEING THE BUILDING WORK

Get three written quotes. Make sure these are quotes and not estimates. An estimate is a rough price which could change. A quote is an exact price which can't be increased later without your agreement.

Get a written contract If it's a large or complicated job, when you are ready to commit, make sure that there is an agreement in writing for the work that will be undertaken and that this is itemised as to the costs of materials and labour.

This may seem very formal but reputable builders will understand that it is important that you are careful about such a large investment. Agree costs and how long the job should take Agree as much with the builder as possible in advance to avoid problems later on. It's best to get this agreement in writing.

Agree a fixed cost, or daily rate of pay, and the number of days the job is likely to take. Make sure you're clear how many hours work a builder will do a day for the price quoted.

Businesses that are good at their work are likely to have a full schedule and be booked up for some time, therefore you may need to book them in and wait. There may be genuine reasons why some builders say they are able to carry out the work quickly but there is no harm in being cautious.

Don't pay upfront before the job starts. Don't make payments upfront that cover more than the cost of materials for each stage of work. On bigger builds, your agreement should include a payment plan that sets out the intervals at which work will be completed and when instalments will fall due. Never be pushed into making early payments.

If things go wrong. If the business was to go bust, then be prepared. Prior to contracting make sure you know who you are dealing with. Is the business a sole trader, partnership or Limited company? Get names and addresses so you know who you can sue if things go wrong. If a business was to go bust, then it may not be easy to pursue them.

By making even a part payment on a credit card you do get extra protection under section 75 of the Consumer Credit Act. However, if the contract is for over £30,000 the finance company will not be liable because it is above the limit of protection.

If things do go wrong with building work or you experience problems with a builder, you should report this to Trading Standards via the Citizens Advice Consumer Service on 08082231133. If a business is in Northumberland or you are resident in the county, you can also contact the county council's trading standards department on email: tradingstandards@northumberland.gov.uk.

Residents who are getting building work done are parting with big sums of money and need to know what to do to protect themselves. Our advice to people would be to always use a reputable trader, preferably someone who has been recommended by a friend or relative, take your time before making a decision and get several written quotes before agreeing to have any work done. Never agree on the doorstep to have work carried out and don't be tricked into thinking you're getting a good deal in return for payment in cash or an immediate start to work.

Council plea over harmful balloon releases

The release of sky lanterns and helium balloons



Northumberland County Council is appealing to the public to use other alternatives to balloon and lantern releases for events and memorials which can have a devastating impact on wildlife and the environment.

While balloon or lantern releases can be carried out with good intent, they also have a long and devastating impact on the environment – and the council is strongly discouraging people from doing it.

Once released, they very quickly drop back down to earth with their tattered ends and floating pieces being eaten by marine life, or other animals becoming tangled in the debris causing injury, illness and great suffering.

Although biodegradable options are available, these still take months or even years to break down and can still cause horrendous painful deaths to animals.

Meanwhile, lanterns set off in warmer months can travel long distances and have been known to cause a fire risk.

The council is encouraging people to use other less damaging ways to pay tribute to a loved one such as planting a tree or flower bed, using jam jar lights, or organising a memorial walk for a chosen charity.

While many are aware of the environmental impacts of balloons and lanterns, a few well-meaning people and organisations do still release them - but as a council we strongly discourage this.

People can assume the term biodegradable means harmless but this is simply not the case. No balloon is environmentally friendly.

We do appreciate this is a sensitive and emotional issue as balloon releases are often organised to mark the death of a loved one. However we also recognise the concerns of farmers, environmentalists, biologists and animal lovers, and their work to raise awareness of and tackle this problem.

It is council policy to decline any requests from individuals and organisations who contact us wanting to have organised balloon or lantern releases from our parks and open spaces.

What we are asking is for people to use alternatives which not only create a lasting memory but do so without detriment to the local environment or wildlife.”