

ANNUAL MEETING OF CRASTER PARISH COUNCIL
Thursday 16th May 2024 – 6:30pm in the Hall

Agenda

Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that the **annual meeting of Craster Parish Council** will be held in **Craster Memorial Hall** on **Thursday 16th May 2024 at 6:30pm** to transact the following business:

- 1. Welcome and apologies for absence**
- 2. Election of Chair**
- 3. Election of Vice-Chair**
- 4. Declarations of interest**
- 5. Confirmation of the minutes for the meeting held on 18th April 2024**
- 6. Matters arising**
- 7. Public participation**
- 8. Report by County Councillor Wendy Pattison**
- 9. Report from Embleton Joint Burial Committee representative**
- 10. Report from Craster Community Trust representative**
- 11. Annual Governance and Accountability Return for 2023/24**
 - (i) to agree the internal audit report 2023-24
 - (ii) to approve the annual governance statement 2023-24
 - (iii) to approve the draft annual accounts for 2023-24
 - (iv) to approve the accounting statement and explanation of variances 2023-24
 - (v) to approve the certificate of exemption form 2023-24
- 12. Works to footpaths in the parish**
- 13. Update on the Tourist Information Centre project**
- 14. Update on the Conservation Area Character Appraisal report by the AONB**
- 15. Update on the works on the construction of the mobile phone mast**
- 16. Planning matters:**

Update on 24/00121/FUL | Construction of two holiday lets (Sui Generis) with associated landscaping | Land North And East Of Dunstan House Dunstan Northumberland
- 17. Items for next Agenda**
- 18. Date and time of next meeting**

20th June 2024 – 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 18th April 2024 – 6:30pm in the Craster village Hall

Councillors present:

Chair: Martin Smith

Parish Council members: Margaret Brooks, Ann Fettis, Rosie Robson, Mark Green and Allan Gregory.

Also present: Adam Shanley (Parish Clerk), County Councillor Wendy Pattison and 10 members of the public.

1. Welcome and apologies for absence

Apologies were received from Councillor M Craster.

2. Co-option of a Parish Councillor

The Chair welcomed Nick Ringrose of Craster to the meeting and advised Members that Nick wishes to be co-opted on to the Parish Council.

Nick began by thanking the Parish Council and explaining a little about his background as follows:

I grew up in the North East and went to RGS in Newcastle. After Cambridge University, I worked all over the place as a management consultant, though also as management accountant / finance director and corporate treasurer. I have also run HR and Comms functions, led large-scale procurement exercises and worked across both public and private sectors.

We bought Avala in late 2015, and moved here after early retirement in 2019. Originally, I hadn't originally considered joining the PC because: a) I didn't feel I had a good enough grasp of local issues - I will have lived here 5 years this summer and b) we hoped to travel more, but our dogs living at home and my parents' health make that difficult, so I can commit to be here more easily.

I get a real buzz out of helping people, I'm a very ethical person and fight when I believe things to be wrong or unfair. Over the past few years, I have grown increasingly more involved in the balance of protecting and enhancing our community, so now offer to join as a PC "to step up." I personally commit to representing the views and concerns of our parish without a personal agenda.

The Chair thanked Nick for his statement and proposed that Nick be immediately co-opted to the Parish Council. This was seconded by Councillor A Gregory and unanimously **agreed** by Members. Nick took his place as a Councillor.

3. Declarations of interest

None received.

4. Confirmation of the minutes for the meeting held on 21st March 2024

The minutes of the meeting held on 21st March 2024 were unanimously agreed as a true and accurate record of proceedings.

5. Matters arising

The Clerk confirmed that the pedestrian footpath sign requested by Mr M Robson had now been installed at the bottom of Tower Bank.

6. Public participation

Mr Douglas Hogg expressed his opposition to the proposal for a Conservation Area for the harbour. Mr Hogg advised that he was concerned that this would add further red tape to his work at the harbour.

7. Promoting the Alcom broadband scheme amongst local residents

Members expressed their gratitude to the Managing Director of Alcom Steve for attending the last Parish Council meeting. The Clerk advised that he would be happy to produce a leaflet with FAQs included to be distributed around the parish area.

Members felt that Alcom should first be invited to speak and answer any queries from residents at the next annual meeting of the parish.

8. Preparing for the annual meeting of the parish in May

Members agreed that the annual meeting of the parish should take place on Wednesday 15th May 2024 and that issues such as Alcom broadband, the AONB's Conservation Area proposal and the Tourist Information Centre should be included on the Agenda.

9. Hosting a resident volunteer day to clear paths and planting.

Councillor M Brooks highlighted that the Oak tree had now been purchased and planted as agreed, in order to mark the Queen's Platinum Jubilee. Councillor M Brooks took the opportunity to thank the wildlife trust for their positive engagement on this project and asked Members if they would like to see a sign erected to show what this tree is for. Members agreed to arrange for a piece of whinstone from the quarry with a plaque on it as the most suitable sign in this area. The Clerk and Councillor M Brooks **agreed** to arrange this.

The Clerk also highlighted the issues last year with footpaths up the bank and behind Smithy Court being completely overgrown with weeds and nettles. The Clerk suggested that the Parish Council ask Steve Tennant to cut these areas back in the first instance and for the Parish Council to host a volunteering day to prevent further weeds.

Members expressed a preference that NCC be asked to do this in the first instance and, failing a response from them in the coming weeks, the Parish Council asks Steve to undertake this work.

10. Update on the proposal on the future of the Craster Tourist Information Centre

Councillor M Green provided a report to the Parish Council on the proposal on the future community use of the TIC. Councillor Green advised that, following an email exchange in advance of the meeting, it was now confirmed that NCC is happy to consider a transfer to the Parish Council and support the Council in the process, however in these circumstances, NCC would normally also market the property to assess all the potential interest before making any decisions. Councillor M Green advised that NCC has confirmed that they are happy to put a hold on the disposal process to allow time for the Parish Council to secure funding and assess options, through a feasibility study.

Councillor M Green also highlighted that NCC has advised that they could not recommend that the County Council transfers the freehold of part of the building so any arrangement would have to be on the basis of a lease. Councillor M Green advised that NCC would normally expect interested parties to put forward a proposal for a lease length, rent etc. From an NCC viewpoint the longer the term offered to better. Mike Robbins at NCC has confirmed in writing that, if this were a transfer to the Parish Council, NCC would consider this under the Community Asset Transfer process where a nil rent could be considered.

Considering this correspondence, Councillor M Green advised that he felt that the proposal for feasibility study should be progressed accordingly with the works on this fully funded through grants. It was also agreed that the transfer would be undertaken by NCC as this has additional audit requirements on the Parish Council.

Members unanimously **agreed** to progress with the funding bid for a feasibility study for a future use of the building, except the public toilets which are being retained and managed by NCC.

11. Report by County Councillor Wendy Pattison

Councillor W Pattison began by advising everyone that she was aware of concerns relating to Alnwick medical group no longer offering the Spring Covid-19 jabs. Councillor W Pattison advised that the Spring jabs would now be administered at Willowburn instead and the Council and members of the public thanked Wendy for her speedy work on this excellent result.

Councillor W Pattison also advised that NCC has now appointed a contractor to deal with the backlog of road repairs and potholes and she hoped this would make a good difference to the condition of the roads.

12. Report from Embleton Joint Burial Committee representative

Councillor M Brooks advised that the EJBC had not met since the last Parish Council meeting and therefore there were no updates to report to the Council at this stage.

13. Report from Craster Community Trust representative

In Councillor Craster's absence, Mrs Helen Chamberlain provided the CCT report to the Council. Helen advised that Hall is looking to renew its lights over the coming weeks to LED lights inside and also to add a light to the outside of the building too.

Helen also advised that there will be a further meet and eat event in the Hall on Friday 10th May and advised that all were welcome to attend.

Helen also highlighted the new history of Craster pictures in the Hall which had recently been installed and thanked those involved in this wonderful project.

Mrs Marion Gallon also highlighted that the Hall's food hygiene rating had just been renewed and that, once again, the Hall is rated 5 stars for hygiene.

The Chair thanked Helen and Marion for their update and excellent work.

14. Update on the Conservation Area Character Appraisal report for the parish

The Clerk advised that he had received a copy of the proposed boundaries for the Conservation Area from the AONB's consultant but that he was still awaiting a copy of the Conservation Area Character Appraisal. The Clerk advised that this will be published for wider consideration from members of the public to add their comments and thoughts to the process.

The Chair and the Clerk reminded Members that this is an AONB project and that the Parish Council is facilitating a wider public engagement as part of this proposal.

15. Update on the works on the construction of the mobile phone mast

The Clerk expressed his gratitude to members of the public and Councillors who had recently attended the Parish Council's virtual public consultation regarding the works to the mast. The Clerk advised that this had been an exceptionally positive meeting, with work set to commence on the mast on 15/16th April in the village.

The Clerk advised that the works will be delivered in 3 stages with the mast expected to be erected in June 2024 and signal achievable by November 2024.

The Clerk advised that there may be some small disruption but those present felt that the wider public benefits outweighed any short-term disruption or noise in the village.

Members thanked the Clerk for all his work on this issue.

16. Planning matters:

24/00121/FUL | Construction of two holiday lets (Sui Generis) with associated landscaping | Land North and East Of Dunstan House Dunstan Northumberland. The Parish Council noted the response from NCC's Public Protection team and their specific reference to this development being residential as opposed to commercial. The Parish Council **agreed** to maintain its objection to this proposal and to await further responses to this development from NCC's Built Heritage team and the AONB to these plans.

The Clerk noted that he had received a complaint from a member of the public in relation to the Dunstan Says No signs in the village and the reasons for this.

17. Items for next Agenda

The Chair advised that Members to get in touch with the Clerk if they wished to have any Agenda item considered at a future meeting.

18. Date and time of next meeting

16th May 2024 – 6:30pm in Craster Memorial Hall.

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

Signed,

**Chair of Craster Parish Council
(Thursday 16th May 2024)**

CRASTER PARISH COUNTY COUNCILLOR REPORT



County Councillor Wendy Pattison

wendy.pattison@northumberland.gov.uk - Tel. 07779 983072 and on Facebook
– Cllr Wendy Pattison

CRASTER PARISH

USEFUL EMERGENCY NUMBERS

Environment Agency Floodline – Flood Warning Info and Advice	0345 988 1188 Option 1, then 4
Environment Agency Incident Hotline – Reporting floods and blockages, etc	0800 807 060
Environment Agency Customer Services – General Enquiries	03708 506 506
Northumbrian Water Ltd Contact Centre - Flooding	0800 3287648
Northumbrian Water Ltd Contact Centre - Leaks	0800 393084
Northumbrian Water Ltd Customer Services	0345 733 5566
Contact Centre - Flooding	https://www.gov.uk/check-flooding
Northumbria Police - Non Emergency	101 and 01661 672 55
Ambulance Service - Non Emergency	0191 430 2000
Coast Guard	Via 999 ask for coastguard
Power Cuts	105 (National number used by all operators.)
Scottish Power - Public Faults and Emergencies	0800 0015400
British Telecom - Customer Services	0800 800150
National Gas Transmission (for gas leaks)	0800 111 999
Nature England - Marine Incident Response (Water Pollution)	0300 060 1200
Northumberland National Park Mountain Rescue	Via Police - 999
Royal Society For Prevention Of Cruelty To Animals (RSPCA)	0300 1234 999
Royal Society For Protection Of Birds (RSPB)	01767 680551
Animal And Plant Health Agency (APHA)	03000 200 301
British Red Cross (BRC) - National Contact Centre	03000 230 700



THRIVING TOGETHER

Thriving Together aims to bring the voluntary, community and social enterprise sector together to make a positive impact on the lives of Northumberland residents

SO, WHAT DOES THRIVING TOGETHER ACTUALLY DO?

In a nutshell: We are here to bring the voluntary, community and social enterprise sector together to make a positive impact on the lives of Northumberland residents.

Slightly longer answer: In August 2021, Thriving Together were awarded the commission from Northumberland County Council to provide VCSE support. The underpinning ethos was to give all organisations within the sector the opportunity to thrive and achieve potential. Our aim is to showcase the work of the sector through collaboration and partnership working to make a positive impact on the lives of Northumberland residents. We enable a strategic partnership offering best fit representation, building sustainability through our presence. Our approach is to be inclusive by offering non-membership support to all VCSE organisations throughout the county. For more information – Tel 01670 618020

Alnwick

Are you ready to change a life?
Join local business leaders as we
unite to fight homelessness.
All you need is a big heart and a sleeping bag!

Lilidorei at Alnwick Garden • 16 May 2024

ceosleepout.co.uk/alnwick

CEO Sleepout

Funding Opportunities

New to applying for funding and not sure where to start? Don't be afraid to contact the funder - if you have questions you can discuss your ideas and application! Many funders welcome this contact and sometimes have outreach

workers who will support you through the application process. Check out the organisations below who may be able to help.



[Community Foundation](#)

Grant support for causes in Northumberland from 300 funds and donors



[Northumberland](#)

[County Council](#)

Subscribe to their Grants Online free monthly e-newsletter and the Community Chest



[National Lottery](#)

[Community Fund](#)

Distributes over £600m a year to UK communities



[Arts Council England](#)

Investing in arts and culture for a lasting return.

Conservation areas

There are 70 conservation areas in Northumberland – You can find out where they are, why they're special and why you need permission to change them.

Conservation areas are places of special architectural or historic interest with character or appearance which is desirable to preserve or enhance.

How are they designated?

These areas are designated by local authorities who assess the 'specialness'. A conservation area recognises, protects and celebrates areas of special character to protect the area and its features.

Consultation

Before we review a present conservation area, or designate a new one, we consult a range of local groups and people. We're required to give notice of the designation, or changes to an existing conservation area, in a local newspaper and the *London Gazette*.

What defines 'special character' in a conservation area?

A conservation area will typically have a concentration of historic buildings, but its character and interest can come from other factors, including:

- views in and out of the area
- historic layout of property boundaries and roads
- character and architectural style
- social and historic associations
- how people experience places at different times of day and night and seasonally
- locally important buildings
- characteristic building materials
- open spaces, green areas, parks and gardens, trees
- street furniture, e.g. lamp posts, bollards, seating
- colours and textures
- local distinctiveness and sense of place

Character can also draw on more abstract ideas such as sounds, environmental conditions and historical changes, which create a distinctive sense of place, a feature that's wholly protected. There are more than 8,000 conservation areas in England, with 70 in Northumberland.

The council can monitor change to ensure areas are preserved or enhanced. This isn't to stop change, but to protect special characteristics.

New development proposals

New developments can be sympathetic to the architectural and aesthetic qualities of an area, particularly when the design contributes positively to the character, distinctiveness or significance.

A successful proposal will be one that takes into account:

- the significance of nearby assets and contribution of their setting
- the general character and distinctiveness of buildings, spaces, public realm and the landscape
- landmarks or other features
- the diversity or uniformity in style, construction, materials, detailing, decoration and period of existing buildings/ spaces
- the topography
- views into and from the site and surroundings
- green landscaping
- the current and historic issues in the area

Alterations, repairs and extensions

To maintain and protect the area, care needs to be taken during alterations, repairs and extensions. This is to ensure they do not detract from the area's appearance.

You need permission to make changes, including but not exclusively:

- certain types of cladding
- inserting dormer windows
- putting up satellite dishes visible from the street

Even small changes can detract from the area's character, so all need to be carefully considered. This could include use of original timber for windows or doors when repairing/replacing.

Property owners are encouraged to retain and repair surviving historic features and replace inappropriate/ poorly detailed replacement fittings/fixtures.

Additional restrictions

An Article 4 (2) direction is usually applied over an area, and works by removing permitted development rights on certain types of minor alterations or extensions. It only usually relates to parts of a building facing a street or public footpath, but can cover the rear of buildings or developments such as sheds.

The council can make further restrictions, depending on alterations and their effect.

Examples include:

- putting up porches
- painting the outside of a house a different colour
- changing distinctive doors, windows or other architectural details
- changing to boundaries
- chimneys

We must have a good reason for making these restrictions and take account of public views before doing so. We may also have to pay compensation in circumstances where you cannot obtain planning permission for development which otherwise would be permitted.

Design

We require more detail for planning applications related to conservation areas than normal applications.

Most should include:

- a plan with the application building/ site clearly marked
- a brief description of proposals
- fully detailed 'before and after' drawings of external elevations affected by the proposal
- a landscaping scheme (if relevant)
- a heritage statement of the effect of the proposal on character and appearance.

Demolishing a building/ structure

Since 2013 planning permission has been required for demolition of a building in a conservation area.

Trees

Subject to some exceptions, trees are protected in conservation areas in a similar manner to those under a tree preservation order. Therefore, if you wish to fell, lop or top, or uproot a tree in a conservation area, you must give us six weeks' notice in writing. It is an offence if you carry out work during that period.