



CROMARTY AND DISTRICT COMMUNITY COUNCIL

**Minutes of the Inaugural Meeting of the new C&DCC
following elections and the 'ordinary' meeting on
Monday 30th November 2015
in the Hugh Miller Institute**

<u>MINUTES</u> <u>APPROVED</u> <u>25.1.2016</u>

Present

Community Councillors: Diane Brawn (DB), Rosemarie Hogg (RH), Kenneth MacFarlane (KM), Alan McDonald (AM), Gabriele Pearson (GP), Estelle Quick (EQ), Jacquie Ross (JR)

Youth Representative: Sativa Alexander (SA)

Highland Councillors: Cllr David Alston(DA)

Police Scotland:

Member(s) of the public: Jill Stoner (representing Cromarty Care Project), Nigel Shapcott, Roger Young (representing Cromarty Tractor volunteers)

Community Council Minute Secretary: Gillian McNaught

Item	Details	Action
	<p style="text-align: center;"><u>Chairman's Welcome & Apologies</u></p>	
1	<p>Cllr David Alston took the Chair as agreed on behalf of the Returning Officer, Di Agnew and welcomed everyone to the meeting. Congratulations were extended to newly elected members.</p>	
1.1	<p>DA drew to members' attention the Scheme of Establishment document circulated by email which supports the operation of CCs throughout Highland area. DA drew to members' attention section (2.1) which outlines the general purpose of CCs which is;</p> <p><i>"to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"</i>.</p> <p>DA also highlighted the Code of Conduct which members have an obligation to operate in accordance with and the importance of declarations of interests. It was agreed to use a simple 'Declaration of Interests' system by having this as a permanent agenda item at the start of each meeting.</p>	
1.2	<p><u>Apologies:</u> Cllr Craig Fraser (CF).</p>	

Item	Details	Action
2	<p><u>Call for nominations for appointment of Chairperson</u></p> <p>Estelle Quick nominated Jaquie Ross as Chair. Rosemarie Hogg seconded. Jaquie Ross was duly elected Chair of C&DCC.</p> <p>DA handed over the Chair of the meeting to JR.</p>	
3	<p><u>Call for nominations for appointment of Office Bearers</u></p> <p>3.1 Diane Brawn nominated Estelle Quick as Treasurer. Gabriele Pearson seconded. Estelle Quick was duly elected Treasurer of C&DCC.</p> <p>3.2 Diane Brawn nominated Gabriele Pearson as Secretary. Estelle Quick seconded. Gabriele Pearson was duly elected Secretary of C&DCC.</p> <p>3.3 <u>C&DCC Account signatories</u></p> <p>Three Bank signatories (including Treasurer) are required for the C&DCC account. The signatories are Estelle Quick, Jaquie Ross and Rosemarie Hogg.</p> <p>3.4 <u>C&DCC Associate Member(s)</u></p> <p>A Youth Representative will continue as an Associate Member of the C&DCC. This position is currently held by Sativa Alexander.</p>	
4	<p><u>Set date and times of next meeting(s)</u></p> <p>It was agreed to hold C&DCC meetings on the last Monday of each month, excluding August and December. The dates for meetings are as follows: 25th January 2016 29th February 2016 28th March 2016 25th April 2016 30th May 2016 27th June 2016 & AGM</p> <p><u>This concluded the Inaugural Meeting</u></p>	

Item	Details	Action
1	<p><u>Chair's Welcome & Apologies</u></p> <p>JR welcomed everyone to the meeting.</p> <p>1.1 <u>Apologies:</u> Cllr Craig Fraser(CF), PC Calum Reid, Police Scotland.</p>	
2	<p><u>Approval of previous Minutes 26 October 2015</u></p> <p>2.1 Approved by EQ and second by GP.</p>	
3	<p><u>Youth Issues</u></p> <p>3.1 SA reported that there have been complaints that the 4pm service bus no longer goes to North Kessock and the suggestion is it should be the 7am one instead. Alternatively, North Kessock should be given their own bus to avoid the extra time it put onto a journey from Cromarty. It was also noted that the bus is very expensive in comparison to other routes for older students (£8.90 return Cromarty to Inverness) and that the reliability is poor causing huge inconvenience. Buses sometimes fail to turn up at all. It would also be helpful to have an App as used in some cities, enabling buses to be tracked by waiting passengers.</p> <p>3.2 It was reported that the school route was not gritted for the school buses that morning, despite the very icy conditions. JR confirmed that the Academy has tried to get HC to grit school routes as a priority.</p> <p>3.3 There is a meeting on Saturday 5th December at 3pm in the West Church hall to discuss Cromarty getting its own community skiff.</p> <p>3.4 On Friday 11th December, Cromarty Primary School will hold their annual fundraising Christmas Fayre in the Victoria Hall at 1.15pm.</p> <p>3.5 Vicky Benjeman asked that the speeding on the Denny be raised. It was noted that there are volunteer speed watch initiatives in Culbokie and Ferintosh and that a similar model could be adopted for Cromarty. North Police Chief Supt Julian Innes would support a group wanting to take an initiative such as this forward.</p> <p>SA welcomed the new members.</p>	

Item	Details	Action
4	<p><u>Cromarty Care Project</u></p> <p>Jill Stoner, Chair of the CCP outlined the background of the project for new members and gave an update on progress. The draft Emergency Plan put together by Duncan Bowers had been circulated to members. It is proposed a familiarisation session for parties involved will take place in early January and Jill will put forward suitable dates. Any changes or ideas regarding the plan can be forwarded to Duncan in the meantime.</p> <p>Jill was thanked and left the meeting.</p>	
(16.1)	<p><u>Cromarty Tractor Update</u></p> <p><i>(Sec's note: moved from AOCB).</i> Roger Young attended the meeting to update members on the Cromarty Tractor/Snow Plough which was bought for the community in 2011. It is the property of the C&DCC with a maintenance agreement with HC. Following the retirement of Bobby MacKay, a group of volunteers agreed to coordinate the use of it during the winter months to grit pavements. Roger highlighted :</p> <ul style="list-style-type: none"> (1) a lack of clarity about where responsibility lies for repair, maintenance and servicing and communication problems experienced between the volunteers & HC (2) that it would be helpful for a C&DCC member to have the Tractor as a Portfolio item to enable fast and efficient routes to communicate with HC about supplies of grit and maintenance. <i>(Sec's note: this was discussed under item 9)</i> (3) the role of the C&DCC to communicate representations from Cromarty Residents to the voluntary group regarding priority areas for gritting etc. <p>The C&DCC agreed further clarity on matters was required. Roger was thanked and left the meeting.</p>	
5	<p><u>Harbour Trust - Appointment of C&DCC Chair for Appointment Panel</u></p> <p>DA reported that the Harbour Trust are in the process of seeking a Harbour Revision Order which has to be approved by Transport Scotland and requires a 42 day consultation period. Part of this process is to increase the number of Harbour Trustees to six. It was agreed that AM will be the C&DCC representative on the appointments panel (JR will stand in if AM unavailable early January).</p> <p>Nigel Shapcott, Harbour Trust Secretary reported that maintenance work continues including the installation of low fencing and signage at a hazardous area of the Harbour wall.</p>	AM

Item	Details	Action
6	<p><u>Police Report</u></p> <p>This was circulated prior to the meeting (Appendix A). GP explained that it was difficult for PC Calum Reid to attend meetings but that she does occasionally meet with him. He also welcomes feedback, comments or concerns.</p>	
7	<p><u>Matters Arising</u></p> <p>7.1 (3.1 Safe Crossing for Children). SA had contacted Cromarty Primary School and discussed. A survey will be issued to parents and Mrs Shepherd will review the school's travel plan. Ongoing.</p> <p>7.2 (7.1 Follow up pot holes at Townlands). AM reported these have been filled. Discharged.</p> <p>7.3 (7.2 Contact the Arts Trust regarding disappearance of totem). No reply received. Discharged.</p> <p>7.4 (7.3 Follow up contact with Stagecoach regarding incidents at Links Bus Stop). EQ reported to Steve Walker at Stagecoach and drivers have been made aware of the issues. Discharged.</p> <p>7.5 (7.4 Liaise on Links Bus Stop issues & report back). DB to collate previous incidents and report back. Ongoing.</p> <p>7.6 (7.6 Report overgrown steps from Braehead). CF to report back. Ongoing.</p> <p>7.7 (7.9 Contact HC to inform contractors about protection of Links). CF to report back. Ongoing.</p> <p>7.8 (7.10 Contact Links residents regarding coastal protection). EQ will do in Spring. Discharged.</p> <p>7.9 (7.11 Follow up quote for defibrillator cabinets). EQ to check with VP. Ongoing.</p> <p>7.10 (7.12 Follow up defibrillator funding with Fire Brigade) Discharged.</p>	<p>SA</p> <p>DB</p> <p>CF</p> <p>CF</p> <p>EQ</p> <p>EQ</p>
(cont)		

Item	Details	Action
(cont)		
7.11	(7.13 Follow up with Cromarty Medical practise ref: defibrillators). GP will call in to surgery. (Nigel Shapcott confirmed that the Harbour Trust has offered to pay for a defibrillator provided though the British Heart Foundation but they require specific unlocked cabinets). Ongoing.	GP
7.12	(7.18 Report back on quote from Calum MacKay ref basket ball hoop repair) EQ will follow up. Ongoing.	EQ
7.13	(7.18 Report back on damaged bus timetable noticeboard). This is still not repaired. CF to follow up. Ongoing.	CF
7.14	(7.20 Follow up reporting of damage on Farness Road verges). No progress. Ongoing.	CF
7.15	(7.21 Update on replacement Hospital Road sign). Image resent. Ongoing.	DA
7.16	(7.24 Liaise with Nigel Shapcott on application to Ward Budget for resilience funding). Discharged.	
7.17	(7.25 Report back at next meeting on role of Minute Secretary). GM will circulate draft to members. Discharged.	GM
7.18	(7.29 Report back on purchase of Christmas Tree). EQ picked this up. The tree is purchased and in place. Lights should be on this week. Discharged.	
7.19	(7.31 Follow up on action points contained in his report). CF to report back. Ongoing.	CF
7.20	(7.36 Follow up email contact with John Nightingale ref concerns of dead sheep on Reeds Loop). EQ contacted John Nightingale who felt it was a matter for the farmer but will raise with him next time they meet. Discharged.	
7.21	(7.38 Report back on Bank Street lorry access/damage issues). DA reported there is an ongoing discussion with the possibility of HC asking for external advice. Ongoing.	CF
7.22	(10 Liaise with resident regarding role of managing bookings etc). An update is contained in the Victoria Hall report. (Appendix B). Ongoing.	All
7.23	(11.1 Contact Ingrid for views on Gala Day funds held by C&DCC). EQ reported there will be a one week Gala in 2016 so funds will be ring fenced for that. Discharged.	

Item	Details	Action
(cont)		
7.24	<p>(15 Contact HC Noise Abatement Officer regarding Rig noise complaints). AH had a reply from Robin Fraser, HC Environmental Health Officer and GP had circulated this to residents who had been affected. Noise should now be reduced as a new deck generator is in place to avoid using at the main engines at night. If residents are still adversely affected, noise monitoring can be arranged. Although discharged from Matters Arising, DB now has 'Nigg Noise' as a Portfolio item. Discharged.</p>	
7.25	<p>(16.1 Liaise ref C&DCC Remembrance Day wreath). Discharged.</p>	
7.26	<p>(16.3 Liaise with Di Agnew about items discussed ref election, register of interests and first meeting administration). Discharged.</p>	
7.27	<p>(16.3 Register of interests on agenda for next meeting). Done. Discharged.</p>	
7.28	<p>(16.3 Chair the election of office bearers at next meeting). Discharged.</p>	
7.29	<p>(16.4 Send minutes etc to members of the public who requested at Community Market). DB will send in future as appropriate. Discharged.</p>	
7.30	<p>(16.4 Energy efficiency of street lighting on agenda for next meeting). Ongoing.</p>	All
8	<p><u>Gaelic Chapel</u></p> <p>CF is arranging an informal meeting the second week of January 2016, to discuss the stabilisation project and to progress the setting up of the SCIO.</p>	
9	<p><u>Community Councillor's Portfolios Review/update</u></p> <p>It was agreed the Portfolio List required rationalisation and the list was amended. (Appendix B)</p>	
10	<p><u>Victoria Hall Report</u></p> <p>This was circulated prior to the meeting. (Appendix C). <i>(Sec's note. Alan Plampton had just been contacted by Greg Youngson who is the Highland Council's Acting Property Manager, so it was verbally reported that contact has been made and discussions are ongoing.</i></p> <p>DA recapped for new members that the Victoria Hall operates under the C&DCC and this includes the employment of Fraser Thomson, Youth Worker.</p>	

Item	Details	Action
11	<p><u>Treasurer's Report</u></p> <p>EQ circulated her report prior to the meeting. (Appendix D).</p> <p>EQ will apply to the Ward Budget for assistance with the planing fee for the shed at Victoria Hall to house the generator and tractor. The Splash and Dash will not take place in 2016 but in 2017, and thereafter biennially.</p>	EQ
12	<p><u>Highland Councillors' Reports</u></p> <p>Nothing in addition to report.</p>	
13	<p><u>The Links</u></p> <p>Some members expressed their view that this is a huge issue for residents of Cromarty and there has been much disquiet about the negative effects the closure had last summer on parking, business, visitors and residents. After discussions it was agreed it was important to have the direct views of the community. JR and GP will work on the possibility of a structured survey. It was also noted that John Nightingale is open to discussion on this matter.</p>	JR & GP
14	<p><u>Cromarty Ferry</u></p> <p>The tendering process is well under way and several parties have expressed an interest.</p>	
15	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • An email received suggesting the possibility of gates to enclose the Victoria Park to prevent dogs and children running out onto the Denny. After discussion it was thought not practical to pursue. • An email received suggesting Ice warning signs at Glenurquhart. DA will pick this up. • Email received confirming the Fortrose Service Point will move to the local library from 24th December. • Highland Wide Development Plan - comments by by HC by 29.1.2016. • An email received about the Black Isle Swimming Pool funds. The fund stands at £67,000 and is held by the Black Isle Swimming Pool Foundation. The land is also protected and zoned for a Pool should it come to fruition in the future. • Email received about an NHS Technology Enabled Care Roadshow on 10th December in HC Chambers, Dingwall 9.30-11.30am. <p>KM left the meeting.</p>	DA

Item	Details	Action
16	<u>AOB</u>	
16.1	Cromarty Tractor - <i>(Sec's note: dealt with earlier in the meeting after item 4)</i>	
16.2	Victoria Park gates - <i>(Sec's note: discussed under Correspondence, item 15)</i>	
16.3	Establishing Register of Interests - <i>(Sec's note: agreed under item 1.1 at the Inaugural Meeting)</i>	
16.4	Energy Efficient Lighting - this will be discussed at future meetings.	All
16.5	HC Consultation - This is a lengthy consultation document which is available on the HC Consultation Portal. GP has set up an account for C&DCC's comments but it was agreed that members email GP who will submit on C&DCC's behalf.	All
17	<u>Planning</u>	
	GP circulated her report prior to the meeting. (Appendix D).	
	Members were reminded it had been agreed that Highland Councillors would sit in on Planing discussions as it was deemed useful for C&DCC views to be heard (Ref Minutes 27.10.2014, item 6.20) . However, HC members cannot express any opinions on planning applications and can only advise on Planning Policy in general.	
	<u>Date of Next Meeting</u>	
	Monday 25th January 2016 @ 7.30pm Hugh Miller Institute, Church Street, Cromarty	
	JR thanked everyone for attending and for their input. The meeting concluded at 9.25pm.	

Summary of Action Points from meeting

Reference	To whom allocated	Notes
5	Alan & Jaquie	C&DCC representative on Harbour Trust appointments Panel.
7.1	Sativa	Continue liaison with Cromarty Primary school ref safe routes
7.5	Diane	Collate bus problem information
7.6	Craig	Report overgrown steps from Braehead
7.7	Craig	Contact HC to inform contractors about protection of Links
7.8	Estelle	Contact Links residents next Spring ref Links protection.
7.9	Estelle	Follow up quote for defibrillator cabinets
7.11	Gabriele	Follow up with Cromarty Medical practise ref: defibrillators
7.12	Estelle	Report back on quote from Calum MacKay ref basket ball hoop repair
7.13	Craig	Report back on damaged bus timetable noticeboard
7.14	Craig	Follow up reporting of damage on Farness Road verges
7.15	David	Update on replacement Hospital Road sign
7.19	Craig	Follow up on action points contained in his report
7.21	Craig	Report back on Bank Street lorry access/damage issue
7.22	All	Victoria Hall Bookings changeover etc
7.30	All	Energy Efficient Street lighting
11	Estelle	Apply for funding from Ward Budget for new Emergency storage shed Planning Application Fee
13	Jaquie & Gabriele	Progress consultation/survey on Links and other matters
15	David	Follow up suggestion of Ice warning signs at Glenurquhart
16.5	All	Comments on HC Consultation to Gabriele

Appendix A
Agenda Item 6

There has been little crime or reported incidents / issues in the Cromarty Area.

24/10/15 - Female arrested in Cromarty for threatening and abusive behaviour.

31/10/15 - Report of disturbance in Cromarty after a Halloween dance. The area was patrolled and no disturbance ongoing or persons making themselves known to police.

02/11/15 - One male arrested following a domestic incident.

I am more than happy to meet up and discuss any issues. I am on N/S [Monday night](#) which does not start until 2200 hours so unfortunately once again I will have to make my apologies. Maybe we could meet up prior to the New Year so that we can discuss priorities for the area moving into 2016.

PC Calum Reid

Appendix B
Agenda Item 10

Portfolio Item	Lead Role	Supported By
Black Isle Community Council Liaison	Gabriele Pearson	Diane Brawn
Christmas Tree and Lights	Jacquie Ross	
Cromarty Care Project	Gabriele Pearson	
Cromarty Ferry	Jacquie Ross	Alan McDonald
Community Groups & Events	Estelle Quick	Alan McDonald & (Georgia Macleod)*
Cromarty Leaflets & Booklets	Estelle Quick	Diane Brawn
Cromarty Tractor/ Bus services & Road Surfaces	Rosemarie Hogg	Gabriele Pearson
Dog Fouling	Estelle Quick	
Hugh Miller Institute Keys & Bookings	Estelle Quick	
Links/Beaches and Litter	Kenneth MacFarlane	
Middleton Trust	Jacquie Ross	(David Alston)*
Nigg Liaison & Nigg Noise	Diane Brawn	
Planning	Gabriele Pearson	(Lynne Sproull)*
Planning - Outlying districts	Diane Brawn	Gabriele Pearson
Police Liaison	Gabriele Pearson	
Victoria Hall & Community Noticeboard	Estelle Quick	

Appendix C
Agenda Item 10

Cromarty & District Community Council Meeting - 30th November 2015

Agenda Item 10 - Victoria Hall Report

1. Continued strong bookings with a number of 2016 and 2017(!) bookings already confirmed. Changeover to invoicing through the new Treasurer is still going well. Vivienne has met with Joanna Rose about doing the Bookings Administration. They have started a two month period of 'shadowing' to evaluate on both sides whether this is a workable long-term solution.

ACTION - Information only, no action required.

2. Licence to Occupy renewal is still with the Property Division, and George Sim has been instructed to liaise with me.

ACTION - Information only, no action required.

3. Some of the planned electrical work has been started and we have now instructed the electrician to start on the work required for the Emergency Resilience Project. This work is being funded by the approved grants from SSE and the Black Isle Ward Discretionary Fund. This Project is projected to be totally funded by these grants. The order has been placed for the planned installation of an electric back-projection screen at the front of the stage. Work will commence in the New Year following a site visit to confirm the installation details. This work is being funded from the Victoria Hall Building Fund.

ACTION - Information only, no action required.

4. Lynne Sproull has helped in submitting a formal Planning Application, on behalf of the Victoria Hall/C&DCC, for the erection of the new storage unit that is part of the Emergency Resilience Project. This unit will be on the Hall's land facing the oil tank. It will also become the new home for the C&DCC's snow plough, thereby alleviating the Highland Council of having to finance alternative storage in Cromarty. It is hoped that the application will be considered at the Planning Committee's 21st December meeting. Liaison direct with Duncan Bowers, over those aspects of the draft Emergency Action Plan affecting the Victoria Hall is continuing. Members will be circulated with any required additions and amendments.

ACTION - Information only, no action required.

5. Youth Café Report - No further report since the September meeting.

ACTION - Information only, no action required.

Alan Plampton, VHMC

Appendix D
Agenda Item 11

<u>Finance Report – Cromarty & District Community Council</u>					
<u>Agenda Item No 11 - Treasurer's Report</u>					
<u>Period: 29th June to 30th September 2015</u>					
<u>General Income</u>					
Publications Income	£ 167.95				
HC administration grant	£ 1,101.87				
HC contribution to cost of QB	£ 119.99				
Less:					
<u>General Expenditure</u>					
Secretarial Services - June and July	£ 100.00				
Print Post & Stationery - Postage, USB stick, stationery	£ 20.04				
Annual insurance	£ 149.94				
Community market stall fee	£ 8.00				
Guidebook reprint underprovision	£ 102.50				
Increase/(Decrease) in Accumulated Fund	£ 1,009.33				
<u>Fund Income</u>					
Community Christmas Fund collection boxes	£ 26.99				
Splash & Dash Fund - donation from Global Energy	£ 500.00				
Less:					
<u>Fund Expenditure</u>					
Guidebook reprint	£ 1,267.50				
Increase/(Decrease) in Other Funds	£(740.51)				
<u>Net Assets</u>					
Accounts Receivable @ 30.09.15	£ 96.50	Guide Book Sales (NTS Emporium Coupers Creek)			
Accounts Payable @ 30.09.15					
Bank & Cash in hand balances as @ 30.09.15	£ 10,068.01				
Total Net Assets at 30th September 2015	£10,164.51				
<u>Comprising:</u>					
Community Council Accumulated Fund	£ 1,886.44				
Provision for Guide Book reprinting	£ 94.05	33 sold at £2.85 cost			
Seaplane Plinth Fund	£ 820.13				
Bonfire Night Fund	£ 1,685.52				
Splash & Dash Fund	£ 1,239.72				
Monday Club Fund	£ 2.80				
Community Christmas Fund	£ 36.52				
Gala Day Fund	£ 4,399.33				
	£10,164.51				
Estelle Quick 4/10/15					