



Cromarty and District Community Council

Minutes of the meeting held on
Monday 23rd March 2020, 7.30pm
via video link due to Covid-19 restrictions

Present

Community Councillors: Peter Ratcliffe (PR) Chair, Diane Brawn (DB) Secretary, Alan Plampton (AP) Treasurer, Gregor Fox (GF), Tiffany Jones (TJ), Kari Macgee (KM), Gabriele Pearson (GP) & Nigel Shapcott (NS)

Youth Representative(s): -

Highland Councillor(s): -

Police Scotland: -

Member(s) of the public: -

Community Council Minute Secretary: Gillian McNaught

Draft
Minutes
23.3.2020

1	<p><u>Chairman's Welcome</u></p> <p>PR welcomed everyone to the video conference meeting, with particular mention of the newly co-opted Full C&DCC Members Tiffany Jones & Kari Macgee and Associate CDCC Member, Nigel Shapcott.</p> <p><i>Minute Secretary Note : A special Meeting convened via email on 12th March to co-opt new Members was approved by DB and seconded by AP prior to the meeting.</i></p> <p><u>Apologies:</u> Marcel Gommers (MG), Tilly Grist (TG) & Teagan Young (TY). Cllr Craig Fraser (CF) tried to join the meeting on time but was unsuccessful.</p>	
2	<p><u>Declarations of Interests</u></p> <p>No new Declarations</p> <p>End</p>	
3	<p><u>Approval of previous Minutes, 24.2.2020</u></p> <p>3.1 The minutes were approved by GP and seconded by DB.</p> <p>End</p>	
	<p><i>Minute Secretary Note:</i></p> <p>NS called for the suspension of the normal Agenda in order to focus on the Covid-19 epidemic. GP seconded and Chair agreed.</p> <p>End</p>	
3a	<p><u>Covid -19 Virus</u></p> <p>3a.1 NS gave an update on Cromarty Care Project efforts during this national crises and stressed the importance of strong communication between the C&DCC and the HC. GP's number has been passed onto the Cromarty Medical centre and GP (cont) is the C&DCC link person between the HC and Cromarty Care Project.</p>	GP

(cont) 3a.2	NS noted the list of vulnerable residents is with the GP Practice and cannot be shared. MG has asked residents who have ordered with him if they would like to be included on this list and this will be passed to Meg Shaw. Meg will make contact with the resident and determine if the person should be added to the new list of vulnerable people and if grocery delivery is required this will be coordinated by Fiona Grist and Gill Hubbard. Around 80 volunteers have offered assistance with food deliveries from Cromarty Stores. Attempts are being made to develop a paper and milk delivery service to reduce footprint in the Cromarty Stores. A notice with information about food deliveries was sent to every household. (Appendix A)	
3a.3	Volunteers at the moment <i>cannot</i> help with caring duties for vulnerable residents within the home under the auspices of the CCP, but this is potentially a growing problem if informal carers have to self isolate or are themselves ill. KM will follow up with the local surgery for advice and the One Stop Shop for social care in Dingwall. DB will post information once gathered and agreed on Facebook and Tim Pearson will on Cromarty Live.	KM DB & GP
3a.4	DB will request project ideas on the C&DCC Facebook page to make good use of volunteers' time to help the community during this period of restrictions. Members suggested repair to the 110 step path, virtual music and arts and streaming of films. NS will contact Dave Newman about possibilities of the latter.	DB NS
3a.5	NS asked that use of the 3 defibrillators and availability of Personal Protection Equipment (PPE) and in the light of the virus be confirmed. DB will follow up.	DB
3a.6	NS requested assurance that although the Victoria Hall is closed, it be made available at short notice as a community resource. AP, on behalf of the VHMC confirmed this would be the case.	
3a.7	GP voiced deep concern that the local First Responders had been asked to stand down. GP will follow up with Ronald Young.	GP
3a.8	DB reported that the Dog Poo Bins would not be emptied for the duration of the virus restrictions and that notices will be placed on the red bins asking dog owners to dispose of bags in their own, or public green waste bins until further notice.	DB
3a.9 End	A leaflet about home deliveries and assistance was delivered locally. (Appendix A).	
4	<u>Youth Issues</u>	
4.1 End	No report required this month.	
5	<u>Police Report</u>	
5.1 End	No report this month.	

6	<u>Matters Arising</u>	
6.1	(4.2 Ask Police for advice as minuted). GP spoke to police contact and asked for more general clarification of what information and to whom that information is given to regarding sexual offenders. Not heard back. Ongoing.	GP
6.2	(4a Send latest Youth Report to Natalie and Michaela). Done. Discharged.	
6.3	(6.3 Progress a community designed “Welcome to Cromarty’ sign on the Shore Road, with design involvement from Youth Cafe). To be discussed at a future meeting. Ongoing.	GP
6.4	(6.5 Note to self, update Members on progress detailed in the next quarterly report on East Church repairs). An email received from Historic Churches Scotland Trust (HCST) that work was due to start but no sign of work commencing. CF has asked HCST if the work has been postponed due to current crisis. Ongoing.	CF
6.5	(6.6 Report back on progress of road issues/repairs following the Ward Business meeting). CF is in regular contact with Iain Moncreiff. Ongoing.	CF
6.6	(6.7 Request Community Payback Scheme to tidy up the burial ground and shelters housing paths). Whether this will proceed in the short term is doubtful. Ongoing.	CF
6.7	(6.9 Report back on progress of TMP proposals). C&DCC awaiting HC to put together a proposal for feedback. Ongoing.	MG
6.8	(6.10 Keep Members informed of BITT progress). The next meeting is on <u>28th February</u> . MG will attend. Ongoing	MG
6.9	(6.11 Update on the permanent repair of deep Shoremill pothole). Discussed under <i>item 6.5</i>). Discharged.	
6.10	(6.12 Continue to liaise with HC about Links Shrubbery). Ongoing.	CF
6.11	(6.12 Contact HC to discuss discrepancy of ownership records for Hugh Miller Monument). AP has sent an email to Sarah Murdoch, Common Good Officer. No response yet. Ongoing.	AP
6.12	(6.13 Once paperwork on Resilience training is complete, arrange for refresher workshop for the C&DCC in Spring). Ongoing.	AP
6.13	(6.14 Discuss upkeep of defibrillators with the named custodians at the 3 locations in town). Ongoing.	DB
(cont)		

(cont)		
6.14	(6.15 Progress change of Bank of Scotland Mandates after end of year accounts complete). This will be completed May 2020 at the earliest. Ongoing.	AP
6.15	(6.16 Report back after roof leaks in the Hall have been repaired on proposed Carbon Neutral project). Ongoing.	AP
6.16	(6.17 Follow up HC Planning regarding a Liaison group to monitor Nigg Development and impact on communities). CF received reply from planning – group not yet set up. Ongoing.	CF
6.17	(6.18 Continue to co-ordinate the 28 day diary for Links use). Ongoing.	MG
6.18	(6.20 Report back after the end of the financial year on continuing discussions with C&DCC sub committee Events groups). Ongoing.	AP
6.19	<p>(6.22 Report back following meeting with resident offering help with proposed Albyn Housing development). AP met with both David Alston (5/3) and Jane Ashcroft (8/3)</p> <p>Re David Alston – very useful meeting in which David filled in many important gaps regarding the last 15 years and the Albyn Housing involvement. He suggested strongly that we appraise ourselves of the original Albyn proposals and accepted any help that was offered by the Highlands Small Communities Housing Trust.</p> <p>Re Jane Ashcroft – another extremely useful meeting. I briefed Jane on the situation and she agreed to use her contacts and knowledge to help support the C&DCC in its discussions with Albyn Housing. She agreed to research anything to do with Albyn Housing and the Local Housing Plan as it applies to Cromarty.</p> <p>Both emphasised the essential need for a proper Housing Needs Analysis, to support any proposals in Cromarty, and not just a very limited response to a general housing need survey.</p> <p>Obviously the Housing question and meetings with Albyn/HC/CCDT have now been postponed until further notice, but it is excellent to know that we have such excellent and knowledgeable resources available in Cromarty, which we shall be able to utilise in the future. (<i>AP written report 21.3.20</i>). Discharged.</p>	
6.20	(6.23 Craig to progress with HC the repairs required urgently on the Davidston to Farness Road). Iain Moncrief has been made aware on the ever lengthening list. Ongoing.	CF
(cont)		

(cont)		
6.21	(6.24 Feedback to the BICC the C&DCC Members' discussions on road safety issues). Feedback given. The meeting with Kate Forbes MSP has been postponed. Ongoing.	PR
6.22	(10.1a Remove CCDT from standard agenda). Done. Discharged.	
6.23	(10.2 Take on the Portfolio item Middleton Trust and as newly elected Chair of C&DCC, become a Middleton Trust Trustee). Done. Discharged.	
6.24	(10.2 Update Portfolio list to reflect above). Done. Discharged.	
6.25	(11.1 Follow up for a response from HC about roads and poor state of burial ground access). Meeting cancelled – emailed HC with request to have potholes filled outside the burial grounds. Ongoing.	CF
6.26	(11.2 Follow up for a response from HC about damage to the steps at start of Ladies Walk). No reply received to email from HC. Ongoing.	CF
6.27	(12.1 Compose advert for co-opted C&DCC Members and circulate for inclusion on the CL website and Newsletter. Done. Discharged.	
6.28	(13.1 Arrange a meeting to discuss the CL website). Jon Palmer, GF and GM met and put forward suggestions to Members for updating and improving. Ongoing.	ALL
6.29	(14.3 Suggest residents contact HC direct about reducing the Links grass cutting this season). Done. Discharged.	
6.30	(15.2 Finalise the dog poo bin volunteer rota). Discussed under <i>item 3a.8</i> . Discharged.	
End		
7	<u>Treasurer's Report</u>	
7.1	AP circulated the Treasurer's report (Appendix B) prior to the meeting. AP was thanked for his report.	
End		
9	<u>Victoria Hall Management Committee (VHMC) Report</u>	
9.1	AP circulated the VHMC report and NM's February Youth Report for information prior to the meeting. (Appendix C). AP was thanked for his input.	
End		

<p>10</p> <p>10.1</p> <p>End</p>	<p><u>Community Councillors' Portfolios</u></p> <p><u>Gabriele Pearson</u></p> <p>New planning applications: Erection of replacement section of boundary wall 60 Church Street Cromarty IV11 8XA Ref. No: 20/00992/LBC Received: Mon 02 Mar 2020 Validated: Mon 02 Mar 2020 Status: Under Consideration</p>	
<p>11</p> <p>11.1</p> <p>11.2</p> <p>End</p>	<p><u>Craig Fraser, Highland Councillor (HC) Report</u></p> <p>All face to face meetings CF had arranged with HC officers were cancelled.</p> <p>Latest roads problem for noting is the sunken drain cover in the middle of Forsyth Place. This has been raised as a road/safety issue. Scottish Water engineer was out over the weekend and has raised an 'iron works' work order, no time scale for repair.</p> <p><i>(Minute Secretary's note: CF's reports and Matters Arising sent by email prior to the meeting).</i></p>	<p>CF</p>
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>End</p>	<p><u>Correspondence</u></p> <p>Vision Statement announcement received from the Moray Firth Partnership.</p> <p>March Newsletter received from Ross shire Voluntary Action.</p> <p>Details of future meetings received from Ross shire Voluntary Action to discuss further the idea of a Community Link Worker (Social Prescribing) model for Highland.</p> <p>Notice of postponement of the Highland Senior Citizens Network April conference and AGM due to Coronavirus.</p> <p>Email received from Beaches & Parks Officer at Keep Scotland Beautiful to propose beaches to be put forward for Scotlands' Beach Awards.</p> <p>Email received from Colin Dickie, Chair, of Cromarty Harbour Trust requesting letter of support for an application to the CFPA Community Sponsorship programme. <i>(Minute Secretary's note: Request completed by DB).</i></p>	

12	<u>AOB</u>	
12.1	Members thanked Tim Pearson for organising and setting up the video conferencing system to enable the C&DCC to meet online for the duration of the government 'lock-down'.	
12.2	Members agreed to be ready for virtual Emergency Meeting as and when required, via video conferencing.	ALL
12.3	A C&DCC Meeting with Albyn Housing to discuss the Townlands Development is postponed due to Coronavirus. Yvonne Simpson will share with C&DCC the Architect's layout drawings and written brief once ready to circulate. Ongoing.	DB
End		
16	<u>Date of next meeting</u> Monday 27th April 2020 @ 7.30pm via video conference. It was recognised that emergency meetings may need to be held at short notice for the time being.	
	PR thanked everyone for attending and the meeting concluded at 8.50 pm.	

Summary of Matters Arising & Action Points

Reference	To whom allocated	Notes
3a.1	Gabriele	Act as link person as minuted
3a.3	Kari	Follow up for advice from GP surgery and One Stop Social Care in Dingwall regarding potential shortage of carers
3a.3	Diane	Post information once confirmed and agreed above on Facebook
3a.3	Gabriele	Ask Tim Pearson to post information as above on CL website
3a.4	Diane	Put together a request for suggestions on how volunteers can help the community of Facebook
3a.4	Nigel	Contact Dave Newman to discuss possibility of live streaming films.
3a.7	Gabriele	Speak to Ronald Young to discuss the First Responders being asked to 'stand down'.
3a.8	Diane	Post notices to dispose of dog waste in green bins until further notice
6.1	Gabriele	Follow up on request for advice as minuted
6.3	Gabriele	Update on a community designed "Welcome to Cromarty" sign on the Shore Road, with design involvement from Youth Cafe

6.4	Craig	Report when work is proposed to start on East Church repairs
6.5	Craig	Report back on any progress of road issues/repairs
6.6	Craig	Confirm whether Community Payback Scheme can tidy up the burial ground and sheltered housing paths in current climate
6.7	Marcel	Report back on HC's progress of Traffic Management Proposals for Cromarty
6.8	Marcel	Report back on BITT February meeting/news
6.10	Craig	Continue to liaise with HC about a survey of the Links Shrubbery
6.11	Alan	Report back on request for information re: discrepancy of ownership records for Hugh Miller Monument
6.12	Alan	Once paperwork on Resilience training is complete, arrange for refresher workshop for the C&DCC
6.13	Diane	Discuss upkeep of defibrillators with the named custodians at the 3 locations in town
6.14	Alan	Report back on progress of the change of Bank of Scotland Mandates after May 2020
6.15	Alan	Report back after roof leaks in the Hall have been repaired on proposed Carbon Neutral project
6.16	Craig	Report back on any progress from HC Planning regarding a Liaison group to monitor Nigg Development and impact on communities
6.17	Marcel	Continue to co-ordinate the 28 day diary for Links use
6.18	Alan	Report back after the end of the financial year on continuing discussions with C&DCC sub committee Events groups
6.20	Craig	Report back on any progress with HC the repairs required urgently on the Davidston to Farness Road
6.21	Peter	Update Members on rescheduling of the A9/Munlochy junction road safety meeting
6.25	Craig	Report back on request to HC to fill potholes at burial ground
6.26	Craig	Follow up for a response from HC about damage to the steps at start of Ladies Walk
6.28	ALL	Consider the changes suggested by Jon, Gillian & Gregor for updating CL website
11.2	Craig	Report back on repair of sunken drain hole at Forsyth Place
12.2	ALL	To be ready for virtual Emergency Meeting as and when required, via video conferencing
12.3	Diane	Report back when architect plans for Townlands Housing are received from Albyn Housing

Agenda item 3a.2

Appendix A

Cromarty Stores in conjunction with Cromarty Care Project Grocery delivery service- Starting Friday 20th March

Considering the increasing concerns due to the Covid-19 outbreak the Cromarty Store is offering to implement a grocery delivery service for those customers that fall into the category of having to self-isolate.

Customers can either email in their food order (info@cromartystores.co.uk) or phone (01381 600550) on Monday to Friday between 10am and 1pm. Alternatively someone else could order on other people's behalf by telephone or email. Estimated delivery times will be confirmed by email or by phone. Payment for groceries will be by an arranged payment method with the shop, which will be discussed when placing the order.

The Cromarty Care Project is seeking volunteers to deliver groceries (please contact Nigel Shapcott 600760 or nigel.shapcott@gmail.com if you are interested in volunteering) – details will be provided as to how this will be carried out ensuring the health, safety and well-being of all involved.

Volunteers will be co-ordinated by Fiona Grist (fionagrist@hotmail.com) and Gill Hubbard – please liaise with them if you are willing to deliver groceries.

In addition Sutor Creek Café, the Royal Hotel, Cromarty Bakery and the Cromarty Arms are offering takeaway menus. Please keep an eye on social media and local posters. They will be carrying out leaflet drops in the local area.

Most importantly please consider carefully those around you that may be more vulnerable or at risk. This is a rapidly changing situation, so keep an eye out for changes.

Agenda item 7
Appendix B

Cromarty & District Community Council Meeting				
Held on Monday 23rd March 2020				
Agenda Item No7 - Treasurer's Report				
Statement of Financial Position at 21st March 2020				
		£	£	£
Net Assets			Movement	at 22/2/20
Bank & Cash in hand balances as at 21st March 2020		14,314.25	-127.21	14,441.46
Paypal Balance as at 21st March 2020		0.00	0.00	0.00
Amounts Receivable		0.00	-2.25	2.25
Amounts Payable		0.00	0.00	0.00
Total Net Assets at 21st March 2020		£14,314.25	-129.46	£14,443.71
		£	£	£
Represented by:				
C&DCC Accumulated Fund Reserves at 1st April 2019		2,117.14	0.00	2,117.14
Surplus/Deficit for the year to date		510.40	1.79	508.61
		2,627.54	1.79	2,625.75
Community Amenities Fund (formerly CDF)		823.68	0.00	823.68
Provision for Guidebook reprinting at 21st March 2020		78.75	0.00	78.75
Net C&DCC Reserves		3,529.97	1.79	3,528.18
Cromarty Event Funds				
Bonfire Night Fund	2,072.14		0.00	2,072.14
Seaplane Plinth Fund	48.93		0.00	48.93
Gala Fund	4,446.13		0.00	4,446.13
Splash & Dash Fund	126.00		0.00	126.00
Open Gardens Fund	6.86		0.00	6.86
Gluren bij de Buren Fund	202.06	6,902.12	0.00	202.06
Other Funds				
Monday Lunch Club Fund		531.50	-131.25	662.75
Emergency Resilience Fund		242.72	0.00	242.72
Cromarty Rising Fund		2,298.42	0.00	2,298.42
Gritting Fund		809.52	0.00	809.52
		£14,314.25	-129.46	£14,443.71
Alan Plampton 21/03/2020				

Agenda item 8
Appendix C

Cromarty & District Community Council Meeting – 23rd March 2020

Agenda Item 8 – Victoria Hall Report

1. **Finances and Bookings** Accounts for year to 31st March 2020, will be presented to Members at the April meeting.

ACTION – Information only, no action required.

2. **Repairs and Maintenance** Hall now closed. However, with the Hall empty, it may be expedient to undertake the painting works and the electrical installation, that were being delayed until the roofing repairs were completed. This will give much needed work to the self employed contractors, who had been appointed.

ACTION – Information only, no action required.

3. **Highland Council/Highlife Highland** Wyvis Roofing have visited and reported back to Highland Council. No more news yet, at the date of writing this report.

ACTION – Information only, no action required.

4. **Youth Café** February report attached. Natalie Murray, the Cromarty Youth Cafe's Assistant Youth Officer, has resigned. Her date of leaving is 31st March 2020. We have started advertising, and have had 6 requests for the recruitment pack. We are confident of appointing a replacement but, in the current situation, we can only take the process so far, but at present the Youth Cafe's workload is currently lessened, although support in the Community may become needed over future weeks and months.

ACTION – Information only, no action required.

Alan Plampton, VHMC

21/3/20