



Crathes Drumoak & Durris Community Council Monthly Meeting

Wednesday 13th February 2019 – Crathes Hall

MEETING MINUTES

1) Introductions & Apologies

Present: David Reaich (Chair), Peter Renwick, Marion McNeil, Mark Ansell, Chris Charnley (Minutes), David Morrish

Apologies: James O'Flynn, David Groundwater, Emma Windle

Councillors: Cllr S Dickinson, Cllr R Bruce, Cllr S Wallace, Cllr E Durno, Cllr A Ross

Apologies: Cllr D Robertson

Members of the public: Kira Milne (Woodlands of Durris); Derek Forbes (Forbes Homes)

Police: PC Matthew Dickinson

The meeting was quorate.

2) Review & approval of previous meeting minutes.

Review & Business arising for items not covered below:

- a) David Morrish reviewed a presentation he circulated prior to the meeting entitled 'Communication by email' instigated as a result of the EU General Data Protection Regulations (GDPR). A sub-committee will be set-up to address this topic and will comprise David Reaich, David Morrish, James O'Flynn and possibly Alan Melrose, the Community Council Liaison Officer, who incidentally has experience of the GDPR. **ACTION DAVID MORRISH.**

The following key points were noted:

- i) It is proposed that email address lists for distribution be set up in gmail.
 - ii) Confidentiality of personal data including email addresses is essential. To manage this it is proposed to copy emails via the BCC function, as contrary to the CC function, BCC does not enable recipients to access the email address of others from the message.
 - iii) Cllr Sandy Wallace supported the use of the BCC function. He also recommended consideration of the use of Forums in Facebook.
- b) Mark Ansell had continued correspondence with Gavin Steel of Scottish Water in relation to the ongoing problems associated with management of sewage and surface water run-off drainage at Woodlands of Durris. This has led to significant dumping of raw sewage into the burn and a symptomatic spread of disagreeable odours in the locality, particularly noticeable near and around homes. Backing up of the sewage system causing blockages from houses has also been reported. A letter replying to Mark's queries from Gavin Steel implied that the root cause was the mal-connection of a significant number of surface water run-off drainage points into the foul water sewage network leading to its subsequent inundation and overflow during times of high surface water run-off. Gavin Steel advised that the known mal-connections had been corrected, but one was thought to remain. A significant run-off of silt-loaded surface water into the foul sewage system from a construction site had also caused a foul sewage flooding problem. Gavin Steel noted that additional effort will be made to resolve the remaining mal-connection(s) in conjunction with SEPA. Mark Ansell had additionally identified an issue with the ground water / run-off collection on a Kirkwood homes site where natural dissipation is failing and water is accumulating. Further attention appears required to address this. Contact and discussions with the Planning Department, Kirkwood Homes developers/architects Scottish Water and SEPA should be held to resolve these issues and ensure that the systems for future developments are appropriately designed and installed. **ACTION: MARK ANSELL**

Approval of the minutes was proposed by Mark Ansell and seconded by David Morrish.



3) Secretary report

Meetings attended

Banchory OP1 housing application at Woodend (Peter Renwick and Chris Charnley attended)

Mail In

From Aberdeenshire Council

- Change to car park regulations and charges (no free periods anymore). There was no objection to this.
- Report from Alan Melrose following up actions from the last meeting.
- Community Council Briefing – 2019. See attachment 1 - several key points. Timeframes for issuing agendas & minutes, change of office bearers, financial year till 1st April and annual grant, contact lists including community planning officers and their roles, insurance, data protection, E-learning.
- Aberdeenshire's new edition economic development plan (nothing to impact CDDCC).
- Various road closures.
- Case where a CC was sued and conclusion that community councils can indeed be sued as a body and that the office bearers may also be held culpable – re-enforcing the need for insurance and some level of risk management.
- Council's new waste strategy – move to 3 types of bin collected on a 3 week rota.
 - This point initiated a discussion on the collection of glass from each property. Cllr Sarah Dickinson advised that glass was not to be collected as there are economic (glass separated by colour is worth a lot more) and safety reasons for this.
 - One Drumoak resident has complained about no glass collection points. It was noted that Drumoak used to have a glass collection point, but this closed-down and the land it was on is now for sale. Cllr Sarah Dickinson noted that it was difficult to identify a location where the collection bins would not be a noise nuisance to residents. Despite this it was agreed that the council should consider reinstating glass collection points. **ACTION CLLR SARAH DICKINSON**
- Bus Service Change: Aberdeenshire Council supported bus service changes – reduction of 201, 202 & 203 and cessation of 204 service. New 119 service to Garthdee (am/pm weekdays). Invite by Stagecoach to submit comments by 22 Feb. Several residents upset about losing the 204. David Reaich requested the council to make the quantitative data (statistics, economics etc.) generated for these route change decisions to be made available to the CDDCC. **ACTION CLLR ANN ROSS**
- Report from Community Planning Liaison Officer – Alan Melrose. See Attachment 2: Points raised include:
 - Alan proposes to assist in the creation of a Community Plan and liaise with Jacky Niven to attend a CC meeting to complete the Community Action Plan process (CAP).
 - Durris Nursery Tree Planting – the Aberdeenshire Ranger, Helen Young, can support tree planting and other activities and give advice on other partners e.g. SNH and the Woodland Trust. Details with Catriona Woodburn.
 - ALISS – AVA recently held a Briefing Session on 'A Local Information System for Scotland', (ALISS). With Grampian CareData, and other information-based services, no longer in operation I believe ALISS will be able to fill this gap.
 - Annual Admin Grant – The Annual Grant should be claimed by the end of March 2019. Contact Diane Strachan diane.strachan@aberdeenshire.gov.uk
 - Aberdeenshire Learning and Development Online (ALDO) - Community Councils/Councillors can access the above online training platform. It is on the Aberdeenshire Sharepoint site and can be accessed by a code that can be made available to community councillors. It has a wide range of learning topics from an Awareness Course



Responding to community needs

on the GDPR database legislation, Equalities, Children's Rights, Induction for new Community Councillors and how to claim travel expenses!

- Update on LDP next stage:

| | 2019 | | | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|---|---|---|
| | J | F | M | A | M | J | J | A | S | O | N | D |
| Publish Main Issues Report for consultation. | | | | | | | | | | | | |
| Publish Draft Proposed Local Development Plan as an online resource to accompany the Main Issues Report. | | | | | | | | | | | | |
| Publish Interim Environmental Report for the Strategic Environmental Assessment. | | | | | | | | | | | | |
| <i>Evaluate submissions to MIR</i> | | | | | | | | | | | | |
| <i>Prepare the Proposed Plan</i> | | | | | | | | | | | | |
| Publish Proposed Local Development Plan. | | | | | | | | | | | | |
| Publish Environmental Report of the Strategic Environmental Assessment. | | | | | | | | | | | | |
| Publish Appropriate Assessment of the Habitats Regulations. | | | | | | | | | | | | |

- Invitation to a Community Empowerment workshop in Woodhill (all CC's) on Sat 9 March – reply required by 5 March if interested.

KDP & MAP

- MIR
 - Public meetings – Stonehaven Wed 6 March Community Education Centre (Marion McNeil will attend), Banchory Thurs 7 March – Town Hall (David Morrish and Chris Charnley will attend)
 - Community Council representation must be submitted to the council by 8th April. **ACTION: David Morrish** - Crathes, will act as CDDCC focal point and pull a response together, assisted by Mark Ansell – Durris, and Marion McNeil – Drumoak.
 - Cllr Sandy Wallace recommended comment should be made on all development sites, even if they are not being recommended, as the list of recommended sites tends to change throughout the process.
- Next K&M CC Forum 27 Feb held in Council Offices, Viewmount, Stonehaven.
- MAP – new funding opportunities (Greggs, British Airways).
- Cllr A Ross – Elevator meeting on Merchandising.
- Michael Morgan Chair of Newtonhill, Muchalls & Cammachmore CC re change of Community plans to Asset plans – focussing on school catchment areas, which may exclude Drumoak & Durris. Need to understand the issue.
- TRAK / Buses: TrAK meeting about better train services to Aberdeen from Inverurie & Stonehaven.
- Mr Matt Looker: Wants to get in contact regarding a wind renewable project NW of Drumoak. **ACTION MARION MCNEIL** to respond and arrange meeting together with Chris Charnley.
- Uni of Glasgow: Wants us to respond to a survey regarding resilience by 15 Feb



4) Community Updates

NTR

5) Police Report

This item was dealt with near the start of the meeting. Reports were received from both Stonehaven (K&M) and Banchory (M Deeside) and are available on the CDDCC website.

The following points were raised in the meeting:

- a) Cllr Anne Ross noted the following:
 - i) Drug seizures were made in Finzean
 - ii) A young person was charged in Banchory for theft/antisocial behaviour at Morrisons, and a report made to the Procurator Fiscal.
- b) PC Matthew Dickinson advised that the Liam Smith disappearance case was a CID run investigation and he had no details but noted that the case was still being worked.
- c) Cllr Sandy Wallace raised the point that if the abandoned car just off the Slug Road near BlairyDryne had been removed promptly it would not have been set on fire. PC Mathew Dickinson advised he would pass this on.
- d) Cllr Sandy Wallace noted that police time was often wasted by reported anti-social behaviour which was simply normal activity by young people, such as hanging around in the street socialising.
- e) Mark Ansell noted that there had been trouble with motorcyclists almost every week in Funach Woods, Durris Forrest -. PC Mathew Dickinson advised that he would report this and arrange extra patrols.
- f) Cllr Anne Ross noted that there was more shooting of deer in Funach Woods, Durris Forrest. Inspector Matt Smith of Banchory Police has been made aware.

6) Finance

- a) The current balance is £2,020.60.
- b) **Windfarm Funding** –Peter Renwick reported an admin fee of £795 is expected from Fred Olsen Renewables, the operator of Mid Hill Windfarm.
- c) The funding application for funding from Mid-Hill for Crathes in Flower was successful. £2,100 was approved unanimously by the CDDCC for the Men's Shed option. **ACTION: MARK ANSELL** to send off and copy to Fred Olsen Renewables.
- d) Members are requested to submit any outstanding expenses asap.

7) Planning applications

- a) Crathes : - NTR
- b) Drumoak : Renewal of planning permission for New Irvine Arms; Sub-division of land by Scrappes Brae.
- c) Durris : NTR

8) Any other competent business

- a) Tender up in March for dedicated school bus service for Drumoak. Contract will be up and running in May for first service at the beginning of the new school year August 2019.



9) **Date of Next Meeting** – Wednesday, 13th March 2019 at 7-30pm in Durris Hall

There being no further business, the meeting closed at 9-30pm

Attachments:

1. COMMUNITY COUNCIL BRIEFING - JANUARY 2019
2. COMMUNITY PLANNING LIAISON OFFICER REPORT - Report by Alan Melrose, Community Planning Officer, 12 February 2019.

DRAFT



COMMUNITY COUNCIL BRIEFING - JANUARY 2019

Agendas and Minutes

Community Councils are voluntary bodies, which exist within a statutory framework, and which have been granted statutory rights of consultation. The general purpose of a Community Council is to ascertain, co-ordinate and express the views of the community within its agreed boundaries.

In order to fulfil their responsibilities Community Councils shall endeavour to inform the community of the work and decisions of the Community Council by making public Agendas and Minutes of meetings. This can be done through the provision of information in public places, such as libraries and notice boards, editorials in the local press and appropriate social media. This will be subject to the provisions contained within the Data Protection Act 1998 and the Council's social media policies. If running a website, Community Councils shall keep this up to date.

Agendas of meetings shall be made available for public access within the Community Council area **at least 3 clear working days** prior to the holding of any meeting. Copies should also be forwarded at this time to the Area Manager's office.

Minutes of Community Council meetings must be approved at the next meeting of the Community Council. Approved minutes of Community Councils' meetings must be presented to the Council **within 10 days** from the date of the meeting at which the minutes were approved and shall be made available for public access by the Community Council within the Community Council area.

The frequency of meetings will be determined by each Community Council, subject to a minimum of one Annual General Meeting and 5 ordinary meetings being held each year. The Annual General Meeting shall be held in June.

Community Council Office Bearers

Please ensure that any changes to the office bearers are notified to the Area Manager's office. Failure to do so could result in emails not being sent to the correct person i.e. Chair or Secretary and a delay in processing payments such as the annual grant or other grant awards etc. Please see the attached Contact Form which should be completed to notify us of any changes.

Annual Grant

The financial year of each Community Council shall commence on 1 April. This shall allow for the proper submission of a verified Statement of Accounts to the Community Council's Annual General Meeting in June.



The accounts of each Community Council shall be independently verified by a verifier appointed by the Community Council, who is not a member of that Community Council. A copy of the independently verified Statement of Accounts shall be forwarded to the Area Manager as soon as practical after the Community Council's Annual General Meeting.

The Council will then provide an administrative grant to Community Councils to assist with the operating costs of the Community Council.

The Council will review the level of annual administrative grant and other financial support to Community Councils annually and the Community Council Liaison Officer shall facilitate advice and assistance to Community Councils in this regard.

Contacting the Council

In order to facilitate the effective functioning of Community Councils, the Council has identified an official to act as a Liaison Officer with Community Councils. Initial contact should be made with the Area Manager or if there is a specific departmental issue, all correspondence between the Council and the Community Councils should, in the first instance, be directed through that official. The Liaison Officer assigned to your Community Council is as follows:

Royal Burgh of Inverbervie, North Kincardine and Stonehaven & District Community Councils

Emma Storey
Area Committee Officer
Tel: 01467 535652
Email: emma.storey@aberdeenshire.gov.uk

Catterline, Kinneff & Dunnottar Rural, Gourdon and Mearns Community Councils

Diane Strachan
Area Project Officer / Committee Officer
Tel: 01467 530848
Email: diane.strachan@aberdeenshire.gov.uk

Arbuthnott, Benholm & Johnshaven and Newtonhill, Muchalls & Cammachmore Community Councils

Lesley Robertson
Community Planning Officer
Tel: 01467 532782
Email: lesley.robertson@aberdeenshire.gov.uk

North Kincardine / Portlethen & District and Crathes, Durris & Drumoak

Alan Melrose
Community Planning Officer
Tel: 01467 533394
Email: alan.melrose@aberdeenshire.gov.uk



Routine fault reporting or maintenance issues should be reported through the Council's Contact Centre by telephoning 0345 608 1208 or on the Council's website <https://online.aberdeenshire.gov.uk/apps/contact/>. This includes Road faults such as potholes, street lighting and winter maintenance.

Any unresolved issues or complaints should be addressed to the Feedback Team using the online form at <http://www.aberdeenshire.gov.uk/online/have-your-say/have-your-say-guide/> or by emailing the complaint to feedback.team@aberdeenshire.gov.uk or in writing to:

Feedback Team
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

Insurance Arrangements

As Community Councils have already been made aware, insurance arrangements changed on 1 April 2018.

Aberdeenshire's Community Councils continue to be insured through the Zurich policy which was administered through Highland Council. The payment of the premium will continue to be facilitated by Aberdeenshire Council (not through Highland Council).

Previously, Highland Council assisted Community Councils with queries and annual reviews/renewal notices and administrative matters. However, due to the change in Financial Conduct Authority regulations, Highland Council can no longer act in this role as they are not a registered insurance broker.

Therefore, it is now the responsibility of each Community Council to deal directly with Zurich.

The contact details for Zurich are:

Customer Renewals Team
0800 917 9531
HSrenewals@zurichtogether.co.uk

As noted above, Aberdeenshire Council will continue to facilitate the payment of the insurance premium on behalf of the Aberdeenshire Community Councils. As has been the case for many years, this is paid with from Community Councils' funds, as it is deducted from the annual administration grant.

All Community Councils are responsible for informing the insurance provider about its activities, assets, property and responsibilities and keeping this information up to date at all times. If there are any changes during the policy year, then the insurer must be informed.



The Zurich policy is a Public Liability policy, so each Community Council must check that they are covered for all activities and assets held.

Aberdeenshire Council is not a broker and it is not the Council's insurance policy; therefore, Aberdeenshire Council are limited as to the advice that it can give to Community Councils on their insurance position. The Council cannot advise a Community Council about liability, extra activities, or advice on finding different policies. If this advice is required, then a community council should seek independent legal and or financial advice.

Community Councils can make the choice to go to an alternative insurer. However, it is anticipated that Community Councils would find it difficult to price match the Zurich premium.

Data Protection Act

Under the Data Protection Act, organisations that process personal information need to register with the Information Commissioner's Office (ICO), unless an exemption applies. The Information Commissioner has determined that Community Councils do process personal data and, unless an exemption applies, are required to register e.g. a Community Council would be exempt if no electronic records were kept i.e. if everything was handwritten.

In relation to what data is likely to be processed, the ICO website provides 'nature of work' descriptions for different types of organisations and there is one of these specifically for Scottish Community Councils. This gives a broad description of the way that a Community Council would process personal information. Community Councils can write their own description if they prefer, but the one on the ICO website gives an indication of the likely classes of information processed, purposes and who it might be shared with.

Notification can be done on-line at the Commissioner's website, by going to <https://ico.org.uk/for-organisations/> and then by following the step-by-step directions given there.

Notification costs £35 and must be renewed annually. In this regard Aberdeenshire Council reimburse the cost of this fee to Community Councils along with the annual grant payment.

Training

E-learning Training modules have been developed and are available to Community Councils via the Council's ALDO system. E-mails were sent to CC Secretaries with login information in November 2014. Training is available on the following topics - Giving Something Back to your Community; Role of the Secretary; Minute Taking; Letter Writing; Role of the Chair; Role of the Treasurer; Getting the Most out of Meetings; Dealing with the Press; Understanding Equalities. Training is also being developed on Planning and Community Asset Transfer. If you have not already applied please contact the Area Manager's office who will be able to arrange for you to be set-up.



What is Community Planning?

Community Planning is about joining up the efforts and resources of public, business, voluntary and community organisations to better plan, resource and deliver quality services that meet the needs of local people.

By working together with local residents these organisations can meet our aim to deliver the best quality of life for everyone in Aberdeenshire.

Community Planning gives you the chance to have a say, be listened to and get involved in action to tackle the issues that really matter to you.

Partners work together at a local and strategic level to meet the aims of Aberdeenshire's Single Outcome Agreement and six Local Community Plans. You can find out more about what is going on at a local level by using the link attached <http://www.ouraberdeenshire.org.uk/>.

Area Manager' Office
Aberdeenshire Council
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ
Tel: 01467 538131



2019-02-11 Report to CDDCC

COMMUNITY PLANNING LIAISON OFFICER REPORT

- 1 Development of a Community Plan – It was nice to meet you and the other Community Councillors at the last meeting on 09 January 2019 in Drumoak School. During the discussion during AOCB I offered to come along to a future meeting to discuss Community Planning and how it might assist the Community Council in identifying local issues and prioritising and as per draft Minute. Subsequently I have had a discussion with Jacky Niven from KDP, who I know the CC knows well, and she was able to tell me about the work she has done with the CC in this regard. I would not wish to repeat this but along with Jacky we could pick up on the process so far and aim to complete the Community Action Plan process (CAP). If this was acceptable to the CC, could we liaise with Jacky to come along to a relevant meeting at the CC discretion.
- 2 Durris Nursery Tree Planting – I have passed on to the parents of the Durris Nursery class, through Catriona Woodburn, the name and contact details for the Aberdeenshire Ranger, Helen Young, who can support parents in tree planting, other activities and give advice on other partners e.g. SNH and the Woodland Trust.
- 3 ALISS – AVA recently held a Briefing Session on ‘A Local Information System for Scotland’, (ALISS). With Grampian CareData, and other information-based services, no longer in operation I believe ALISS will be able to fill this gap. It operates on a post code system of identifying local services. I have included the link here for information <https://www.aliss.org/> If acceptable, and a local CC priority, along with other Community Planning partners we could run a whole community approach to promoting ALISS to get the best buy in and be more effective.
- 4 Annual Admin Grant – Can I remind the CC that the Annual Grant should be claimed by the end of March 2019. If you have any questions, please contact Diane Strachan diane.strachan@aberdeenshire.gov.uk
- 5 Aberdeenshire Learning and Development Online (ALDO) - You will be aware that Community Councils/Councillors can access the above online training platform. It is on the Aberdeenshire Sharepoint site and can be accessed by a code which can be made available to community councillors. It has a wide range of learning topics from an Awareness Course on the GDPR database legislation, Equalities, Children’s Rights, Induction for new Community Councillors and how to claim travel expenses!

Report by Alan Melrose, Community Planning Officer, 12 February 2019.