

Kiltearn Community Council

Minutes of Meeting



Held on Tuesday 10 December 2019, 7.00pm at The Diamond Jubilee Hall

PRESENT

Members

Cai MacIver (HM) Chairman
John McHardy (JMCh) Secretary
Shelagh Dennett (SD) Treasurer
Alpin Macdonald (AM)
Celina Peoples (CP)
Mandy MacLeman (MM)
Gary Payne (GP)

Highland Councillors

Cllr. Carolyn Wilson (Cllr CW)

Apologies

Cllr. Pauline Munro
Cllr. Michael Finlayson
Cllr. Maxine Smith
Sgt Calum Reid, Police Scotland

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1	Welcome/Apologies	
1.1	CM welcomed those in attendance which included 3 members of the public and noted apologies as above. Also note that the Ward Manager had taken a note of proposers and seconders for posts of Chair, Secretary and Treasurer.	
1.2	CM reminded KCC Member of the published Code of Conduct for Community Councillors which is available on-line.	
2	Previous Minutes/Matters arising	
2.1	The minutes of the meeting held on 12 November 2019 were agreed; proposed by MM and seconded by CP with a amendment agreed to paragraph 3.7 as follows; <i>"Hall Cleaning. Agreed to consider clean"</i>	
2.2	The following items were discussed.	
	Condition of Sports Centre. AM reported that he had met with a very helpful Officer of the Council and that some works had clearly been carried out but that there remains a question over possible water ingress.	

Speed Sign. J McH confirmed that he had yet to contact the Council officer who has suggested a site meeting. JMCH

Fire Hydrant. No update on this. JMCH to contact Helen Ross who had offered to follow up. JMCH

Hall Caretaker/Cleaner. Noted that that Niamh MacKenzie had been appointed on a temporary basis (as self-employed person).

Rail Halt. JMCH to invite Council Officer to future meeting. JMCH

Hall Decoration. The small group who have undertaken the work were congratulated on the result. Hector Munro was thanked for his generous gift of a particularly spectacular tree.

Hall Clean. Noted that this had been undertaken following an e-mail exchange which had resulted in a majority in favour of the work being undertaken prior to Christmas events

Flower Baskets. AM was thanked for his work on the baskets and for providing a safe store over the Winter.

3 Correspondence

3.1 **Photographic Exhibition.** Following discussion on a letter received from The Clan Munro Association it was agreed to write a letter of support in relation to their application for funding to CFPA. JMCH to circulate letter received from Clan Munro Assoc. JMCH

3.2 **ESEG.** Noted that an e-mail had been received thanking KCC for the award of Grant towards the Blackrock development

4 Police Report

4.1 Apologies were noted from Police Scotland but a full report was made available. Confirmed that this report could be made available to the general public. JMCH to circulate to KCC Members. JMCH

4.2 Concerns were raised over apparent speed of some buses as they travel through the Village. Agreed to raise with Police Scotland. JMCH

5 Diamond Jubilee Hall

5.1 **Caretaker/Cleaner.** Noted that hours were generally around 4.5 hours per week but that weeks with many bookings tended to be higher number. JMCH to forward timesheet info to Treasurer. Also noted that CM declared an interest through family relationship and took no part in discussion. JMCH

5.2 **Transfer to ECT.** Agreed that JMCH should contact solicitor (Macandmac) for an update/establish early settlement. Confirmed that agreed fee was £895 + vat + estimated £250 + vat for outlays. JMCH

5.3 **Works Required.** JMCH highlighted a number of items which required works or where goods required. Agreed a comprehensive list would be circulated and that the following would receive immediate attention:-

First Aid Box	Replace out of date stock or replace box	JMCH
Kitchen Basins	Replace plastic basins – Cleaner/Caretaker	JMCH
Cutlery	Purchase around 100 sets and arrange lockable storage	JMCH
Front Door	Replace Lock mechanism as required – JMCH to fit.	JMCH
Exit Lights	Reconnect lights previously disabled - Electrician	AM
Emergency Lights	Repair as required - Electrician	AM
PAT Testing	Arrange - Electrician	AM
Cleaning Materials	Replenish Stock – Cleaner/ Caretaker	JMCH

6 Councillors Report

6.1 Cllr CW invited questions from those present with the following being highlighted.

- a) Missing glazing on Bus Shelter – will be reported to THC JMCH
- b) Water running down Swordale Road – will be reported to THC JMCH
- c) Missing lid from Glenglass road Grit Bin – will be reported to THC JMCH

7 Village Groups

7.1 ECT reported on progress on re-publishing an updated version of Catriona Fraser’s book which highlights the importance of the Old Kirk. It is hoped that this will be published in 2020 to coincide with the 20th anniversary of the publication of the first edition.

7.2 Wood Group highlighted the Christmas event due to be held in the Wood on Saturday 14 December – Fun run, crafts and home baking amongst other things.

8 Finance

8.1 **Book Keeper.** It was agreed that KCC should seek to secure the services of a Book Keeper to assist in keeping accounts with SD being the appointed Treasurer with the authority to access to Bank Accounts. Steps will be taken

- to identify suitable Book Keeper early 2020, but that in the meantime Ralph Mercer would continue to work with SD as Treasurer up to the end of March 2020. CM
SD
- 8.2 **Accounts.** Agreed that JMch should circulate latest statement of accounts and that a note of the current Balance would be circulated and record within the minutes of the January meeting JMch
- 8.3 **Cornerstone.** A grant application (previously circulated) received from the Cornerstone project was discussed. The Project has sought funding from The Scottish Landfill Communities Fund (SLCF) and seek that KCC be the Contributing Third Party (CTP) in relation to their application. Following discussion it was agreed to donate £3,450 (10% of total costs) to the Operator (as the CTP) should the SCLF application be approved. JMch to confirm to Cornerstone. JMch
- 8.4 **Primary School.** An application from the Parent Council was briefly discussed. It was agreed to discuss this at the January meeting with JMch confirming this to the Parent Council. JMch
- 9 A O C B**
- 9.1 **Bus Timetables.** Concerns were raised over possible changes to the timetable. Preston White suggested he raise these concerns through a consultation event planned for the flowing week. Agreed that KCC should support Preston and that he should act as though he was speaking on behalf of KCC (and wider community) when attending the event.
- 9.2 **Culcairn.** GP and SD provided feedback from the meeting they had with the architect for the proposed development at Culcairn. Discussion had been around an entrance feature but also how the development could encourage development of the Rail Halt.
- 9.3 **Teandallon.** It was noted that a Planning Application had been lodged for a housing development for the land to the West of Teandallon. JMch noted that he will record any discussion at future meetings but will not be able to take part in discussion due to being an officer of the Council who is responsible for delivery of affordable housing.
- 9.4 **Minutes for website.** JMch to forward minutes to MM for uploading to KCC Website. JMch
- 9.5 **Action Log.** It was agreed that an Action Log should be developed to record actions agreed, either at meetings, or those agreed by e-mail between meetings. JMch and CM to draft format. CM
JMch

9.6 **Next meeting:** agreed as **Tuesday 12th January 2019**, 7pm at the Diamond Jubilee Hall.

9.7 **Closing Remarks.** CM thanked those present for attending.

There being no other business the meeting closed at 8.45pm.