

DRAFT Minutes of the Meeting Held at 7.30 pm on 29th April 2024 in Avoch Pavilion

Present:

Members: Derek MacIver, Chair (DM), Tim Phillips (TP), Hamish MacLean (HM), Stuart Bruce (SB), Rosie Brunton (RB), Fraser Brunton, Minutes (FB)

In attendance: Drew Mann (DMn), Caroline Lindsay (CL), Nicolaas du Preez (NdP), Jenni Carmichael (No.19) (JC)

Apologies: Cllr Sarah Atkin (SA), Steve Baker (SBak)

1. Welcome and apologies

Action

DM welcomed everyone to the meeting, including associate member, Jenni Carmichael (JC) from No.19 Café (Avoch). Apologies were received from Sarah Atkin (SA) who was unable to attend.

2. Minutes of the Meeting held on 1st April 2024

Minutes of the meetings held on 4th March and 1st April were amended at SA's request to state that SA had advised that 'community councils were advised against holding assets' replacing 'community councils should not hold assets' etc.

The revised sets of both minutes were proposed by TP and seconded by DM as an accurate record.

3. Matters outstanding from the Minutes of 1st April 2024

It had been agreed that reviewing progress with actions arising from previous meetings was important; and would be a standing agenda item.

2.1 Item 2: RB was circulating the updated list of Associated Members that she had prepared.

RB circulating list

2.1 Item 3b(iii): FB confirmed that AKCC's comments on planning application PLN/007/22 had been posted on the Highland Council Planning Portal.

2.1 Item 3c(ii): SA had advised FB that the Brae Steps were not owned by Highland Council. It was agreed that Village Officer funds could be used to pay for the repair. SB to progress with Mike Armitage (MA).

SB to progress with MA

2.1 Item 3c(iii): SA had advised that there were no plans to impose a 20mph speed restriction in Killen. HM to advise resident who had raised concerns.

HM to advise resident

2.1 Item 6: Reciprocal arrangements were being agreed with Avoch Amenities Association (AAA), to attend and report at each other's meetings. It was agreed that DM would formally invite the Chair of AAA to attend and/or send a representative to AKCC meetings.

DM to contact Chair of AAA

2.1 Item 7.1: A list of farmers and contact details was being provided by DM, which was to be added to the list of local businesses in the IV9 area.

DM providing list of farmers

2.1 Item 8.2: RB provided an update on the AKCC Distribution Lists. DM and RB to meet to review the lists.

DM/RB to review lists

2.1 Item 9: SA had advised FB that BICC councillors were to be provided with a Police Report twice per year, though it was unclear if that happened. JC said that there was to be a 'Coffee with a Copper' meeting

DM/SB/JC to attend meeting

held at No.19 at 1300 hrs on Friday 10th May. DM/SB hoped to attend.

Item 3a: Finance update – TP was arranging for the AKCC accounts for 2023/24 to be audited before the AKCC AGM in June.

Item 3a: AKCC Bank Account Signatories – Arrangements to add DM and RB and delete former members were in hand.

Item 3b(iii): Standard Procedure for Managing Planning Applications – TP and FB to finalise draft policy and procedure and circulate to members for comment.

FB to circulate documents

Item 3c(i): SA had advised that provision of additional dog waste bins was not a priority for Highland Council, due to budget constraints. Any additional bins would have to be emptied by community volunteers. It was agreed that all dog walkers should dispose of dog waste responsibly and that if dog waste was being disposed of in other residents' bins, that was not appropriate. TP to advise resident who raised concerns.

TP to advise resident

Item 4: SA had advised that normally she could attend AKCC meetings held on the first Monday of the month.

Item 5: Sharing Shed – Discussions were ongoing with Scotmid regarding the disposal of waste cardboard. AKCC agreed to consider proposals to provide additional storage for stock currently stored in a resident's garage. CL agreed to investigate potential funding and DMn agreed to investigate the ownership of the land adjacent to the Sharing Shed.

CL to investigate funding. DMn to establish land ownership

Item 8.1: AKCC Website - RB and CL had met to discuss next steps. It was agreed that the website created by Cromarty CC was an excellent example. SB said that his son may be able to help. It was also agreed that AKCC was to fund the ongoing cost of the website and domain name, which was approximately £10-12 per month. CL said that she would require local photographs, text and other material to populate the site.

Item 8.2: DMn had agreed to provide social media support. DMn, RB and DM were amending the necessary access permissions to enable editing.

DMn to provide an update

REQUEST TO MEMBERS: To reduce the time spent at future meetings following up actions arising, members are requested to carry out actions allocated to them and email an update to the Minute Secretary (fraser.brunton@gmail.com) well before the next meeting. This will save time by enabling matters arising to be dealt with by exception. Thank you.

Members to undertake their Actions and update FB in advance of mtg

4. AKCC Action Plan

FB circulated version 7 of the AKCC Action Plan and explained that its aim was to identify the new Council's initial priorities based on discussions at previous AKCC meetings. Four Workstreams had been identified so far: (1) Key Projects, (2) Supporting the Community, (3) Improving Communication with the Community and Local Businesses; and (4) Developing the new Council and its Members. Other Workstreams were to be added later.

FB said that the Action Plan showed that considerable progress was being made with the four Workstreams. Many actions had been 'Completed' or had become 'Standard Procedures'. Others, which were progressing were referred to as 'Ongoing'.

Discussion at the meeting concentrated on two of the Key Projects identified so far, including the Re-opening of the Avoch Public Toilets and the Management of AKCC's Assets.

4.1 Re-opening of Avoch Public Toilets – It had been proposed that AKCC explored the possibility of undertaking a joint project with Avoch Amenities aimed at re-opening and supporting operation of the Avoch Public Toilets. This would benefit the community and visitors and enable AKCC to work together with Avoch Amenities. It was agreed that a Project Lead and Working Group were required to develop an Action Plan and recruit interested parties.

There was considerable discussion about the issues to be considered, the need to engage with relevant stakeholders, learn from other community councils and identify suitable funding. The benefits were discussed of holding an open meeting to seek support from residents, voluntary organisations, businesses, clubs and others. An option for an open meeting was 3rd June at 1930 hrs in the Avoch Pavilion.

It was recognised that an open meeting required good preparation including detailed discussion with Avoch Amenities and suitable leadership with a structured agenda and clear objectives. It was agreed that the first step was for DM to discuss the matter with the Chair of Avoch Amenities and agree the best way forward.

DM to discuss with Chair of Avoch Amenities

4.2 Managing Assets owned by AKCC - FB said that AKCC's holding of assets had been reviewed, including discussion with Highland Council. TP had established that office bearers' associated personal liability was covered by AKCC's public liability insurance policy.

It had been agreed that AKCC's assets had to be maintained to ensure their safety; and maintenance records kept. SB's offer to take on asset management was welcomed. This role included keeping the assets' condition under regular review, arranging necessary maintenance, including liaising with the Treasurer; and keeping the master copy of maintenance records held by the AKCC secretary up to date.

SB to take on AKCC Asset Management

FB gave SB a copy of the Asset Register, which included asset photographs and details of maintenance requirements identified in 2022. FB was to provide SB with an electronic copy of the register, together with recent photographs of the assets.

FB to send SB file and photos

DM said that the condition of the Avoch Christmas Lights needed checked. SB said that a qualified electrician was required to carry out this work.

Electrician to be found

Lack of time prevented discussion of progress with the other three Workstreams. Members are asked to read the latest version of the Action Plan (attached to these minutes) and email any comments, updates and additions to FB.

Members' comments to be sent to FB

5. Community Council Membership

TP described how Cromarty Community Council's website displayed member's areas of interest and responsibility. This enabled community members to identify the right person to contact to raise particular issues and concerns. He said that as local participation in AKCC increased, it would be helpful to review our roles and responsibilities and create a list that could be posted on the new AKCC website.

It was proposed and agreed that Caroline Lindsay (CL) [proposed by RB, seconded by DM], Drew Mann (DMn) [proposed by RB, seconded by FB] and Nicolaas du Preez (NdP) [proposed by DM, seconded by RB] should become co-opted members of AKCC.

Current roles: DM (Chair), TP (Treasurer), HM (Secretary), RB (Admin Support), FB (Minute Secretary, Planning Applications), CL (AKCC Website), DMn (Social Media, AAA Liaison), NdP (AAA Liaison) and SB (Asset Management). It was hoped that a Lead could be found for the Project to Re-open Avoch Public Toilets.

It was intended that this developing list, together with details of associate members and others with community involvement/interests (eg. The Sharing Shed, Community Gardens, etc.), could be posted on the new AKCC website.

6. Recurring Community Council Matters.

6a. Finance Update

TP presented the Finance Update. He reported that there was £3,124 in the Bank of Scotland current account on 31st March 2024. There was a small deficit of £347 for 2023/24. A copy of the receipts and payments for the year ended 31st March 2024 is attached to these minutes.

6b. Planning Issues

(i) **Weekly List of Planning Applications** - Nil of note. FB said that AKCC had received a useful 50-page reference document describing Highland Council's planning process.

(ii) **Vehicle in Avoch Car Park** – DM reported that an untaxed lorry appeared to have been abandoned in the car park opposite Scotmid. DMn said that Highland Council Environmental Health Department may be able to advise on its removal. DM said that he would phone the number displayed on the vehicle.

DM to follow up

(iii) DM said that ivy growing on the wall adjacent to a power supply for the Christmas lights was starting to cause concern. He said that he would seek advice from his contact in the Rosehaugh Estate Office.

DM to follow up

6c. Community concerns arising

(i) JC commented on the amount of traffic passing through Avoch and highlighted the need for a pedestrian crossing at the north end of the village to ensure the safety of those crossing the road (see Item 7 below).

FB to contact SA

(ii) SA had summarised items raised with her by email. RB to circulate SA's email.

RB to circulate SA's Email

6d. Police liaison

SB raised concerns about the speed of traffic in the village. TP reported that safety concerns had already been raised with AKCC about the observance of the 20mph speed limit on Avoch School Brae in the vicinity of the primary school. JC had highlighted the need for a pedestrian crossing at the north end of Avoch (see Item 6c above).

SB said that he would contact the Highland Council's Road Safety Team to establish if there was a temporary traffic order in place that would enable the police to enforce the 20mph speed limit in Avoch.

SB to contact Road Safety Team

It was agreed that these concerns about the speed of traffic, the need for a pedestrian crossing and the need to enforce the speed limit in Avoch would be raised by DM/SB/JC at the 'Coffee with a Copper' meeting scheduled at No.19 for 1300 hrs on Friday 10th May.

DM/SB/JC to raise with Police at mtg on 10th May

6e. Correspondence

RB provided the following update:

- (i) AKCC members had been invited to attend the unveiling of a plaque at 1300 hrs on 19th May at Culbokie to commemorate the coronation of King Charles III.
- (ii) Sarah MacDonald Taylor had advised that signs had become detached from the sharing telephone box in Ormonde Terrace. SB said that he would reattach them. **SB to reattach signs**
- (iii) AKCC was advised that Grace Davies, who had made a significant contribution to the Sharing Shed was standing down as she was leaving the area. Derek MacIver (Chair) proposed that a vote of thanks was recorded acknowledging Grace's work and wishing her well for the future.
- (iv) It was understood that Tullochs had withdrawn their interest in the proposed development at Rosehaugh South.
- (v) A questionnaire had been received from Highland Council seeking various information aimed at improving communication. RB said that she would circulate the questionnaire to members for them to reply to Highland Council individually. **RB to circulate questionnaire**
- (vi) Correspondence had been received from the Lord Lieutenant of Ross and Cromarty advising that cherry trees were to be made available to local communities. RB said that she would circulate the letter to members and any other relevant parties. **RB to circulate letter**
- (vii) Correspondence had been received about a regular meeting on technology-enabled care to be held at Inverness Central Library. The first meeting was on 17th May between 1300 and 1500. **RB to circulate letter with more info**

7. Avoch Amenities Association (AAA) update

DMn said that there was nothing to report as there had not been an AAA meeting since the previous AKCC meeting.

8. Black Isle Community Councils (BICC) update

DM said that there was nothing to report as there had not been a BICC meeting since the previous AKCC meeting.

9. Black Isle Place Plan (BIPP) update

TP said that there had not been a BIPP meeting since the previous AKCC meeting. AKCC had confirmed its support for BICC being a formal body.

10. Assets owned and managed by AKCC – maintenance and records

See Item 4.2 above.

11. AOCB

FB said that SA advised that Highland Council had provided funds to purchase Microsoft Teams licences, which could be used by AKCC. **RB to contact SA**

12. Date of Next Meeting & AGM: 7.30pm Monday 17th June 2024 in the Avoch Pavilion.

AVOCH AND KILLEN COMMUNITY COUNCIL ACTION PLAN FOR 2024/25

Record of Progress with the Four AKCC Workstreams		
Workstream 1 - Undertaking Key Projects		
1.1 Reopen Avoch Public Toilets and ensure that its facilities are sustainable	Action	Progress
29/04/24: Agreed to progress joint project with Avoch Amenities. Identify Lead, form Working Group, develop Action Plan, public meeting.	AKCC/AAA	Ongoing
29/04/24: DM to discuss with the Chair of Avoch Amenities and agree way forward, including aims/agenda for public meeting on 17/06/24	DM	Ongoing
29/04/24: Publicise proposed public mtg on social media/website/noticeboards. Invite associate members, voluntary organisations, etc	DMn/CL	Not Started
1.2 Develop Asset Management Plan to ensure AKCC assets are owned, managed and maintained as appropriate	Action	Progress
09/03/24: DM/TP/RB/FB reviewed Assets. Highland Council advised public liability insurance needed. TP confirmed AKCC policy suitable.	DM/TP/RB/FB	Completed
29/04/24: SB agreed to be AKCC Asset Management Lead, liaising with those carrying out works, updating and maintaining records.	SB	Completed
29/04/24: DM/FB/RB updated asset photos. FB to send photos to SB, together with a softcopy of Asset Register.	FB	Ongoing
31/03/24: AKCC Laptop added to Asset List. Kathy Taylor returned it to RB together with AKCC files, etc.	RB	Completed
1.3 Engage with Black Isle Placement Plan and support proposals that will benefit the community and environment	Action	Progress
07/03/24: AKCC shall keep a watching brief and shall attend BIPP meetings and meetings of the Black Isle Community Councils.	AKCC	Std Procedure
07/03/24: Those attending BIPP meetings and meetings of the Black Isle Community Councils shall report back at AKCC meetings.	All	Std Procedure
Workstream 2 - Supporting the Community		
2.1 Respond to and support concerns raised by the community as appropriate	Action	Progress
07/03/24: Members shall respond to concerns raised, discuss with others and raise at AKCC meetings under the standing agenda item.	All	Std Procedure
07/03/24: RB shall triage concerns sent to the AKCC email address and forward them to members as appropriate.	RB	Std Procedure
07/03/24: Members shall circulate responses about concerns, to AKCC members and copy to the AKCC email address for filing by RB.	All/RB	Std Procedure
2.2 Respond to Planning Applications and exercising the Council's statutory consultative role when appropriate	Action	Progress
29/04/24: TP/FB drafted a Policy/Procedure for managing Highland Council planning applications. To be circulated to AKCC for approval.	FB	Ongoing
29/04/24: Approved version of the Policy and Procedure to be published on the new AKCC Website in due course.	CL/TP/FB	Ongoing
07/03/24: RB shall review weekly list of Highland Council Planning Applications and forward to FB/TP. FB shall report at AKCC meetings.	RB/FB	Std Procedure
01/04/24: RB shall file weekly Planning Applications on the AKCC Drive according to AKCC standard procedure.	RB	Std Procedure
07/03/24: All members shall bring community planning concerns AKCC's attention and respond as per the AKCC standard procedure.	All	Std Procedure

Workstream 3 - Improving Communication with the Community and Local Businesses			
3.1 Raise Council profile & community awareness so that the Council is the 'Go To' organisation for community matters	Action	Progress	Progress
07/03/24: Shall be achieved through Actions 3.2-3.6 below. Progress shall be recorded in this Action Plan & in minutes of AKCC meetings.	AKCC	Std Procedure	
3.2 Develop and implement a Communication Strategy to increase awareness and participation using social and other media	Action	Progress	
29/04/24: Caroline Lindsay developing new AKCC Website (including secure Members Area?); Drew Mann taking on Social Media support.	CL/DMn	Ongoing	
29/04/24: Leaflet campaign/renewing links with AAA resulted in 3 co-opted members (DMn, CL, NdP). Others to be followed up (see 4.2).	AKCC	Ongoing	
01/04/24: Remaining leaflets between Avoch businesses(No 19, Chip Shop, Happy Garden Takeaway, PO, Scotmid) and Avoch Pavilion	RB/FB	Completed	
3.3 Reconnect with Associate Members and supporters to build on active support of community minded residents	Action	Progress	
29/04/24: RB contacted all current Associate Members to clarify their ongoing support, etc. List compiled and being circulated.	RB	Ongoing	
3.4 Develop links with Avoch Amenities Association to identify and support opportunities that will benefit the community	Action	Progress	
01/04/24: DM attended meeting of Avoch Amenities Association on 14/03/2024. Very positive supportive response from AAA.	DM	Completed	
29/04/24: Collaborative links established with AAA with reciprocal attendance at meetings and standing agenda items.	AKCC	Completed	
3.5 Develop links with Voluntary Groups to identify and support opportunities that will benefit the community	Action	Progress	
29/04/24: RB exploring links with local Voluntary Organisations that will benefit the community. List prepared and being reviewed.	RB	Ongoing	
3.6 Develop links with local businesses to identify and support opportunities that will benefit businesses and the community	Action	Progress	
29/04/24: FB developing a Local Business Register - 95 businesses identified. Email addresses required. DM to provide farmers' details.	FB/DM	Ongoing	
01/04/24: When Business Register is complete, AKCC to consider how to develop mutually beneficial links with local business.	AKCC	Ongoing	
Workstream 4 - Developing the New Council and its Members			
4.1 Develop Council profile & effectiveness by engaging with other Black Isle Community Councils	Action	Progress	
07/03/24: AKCC shall ensure attendance at relevant meetings including the Black Isle Community Council meetings .	AKCC	Std Procedure	
29/04/24: AKCC shall raise its profile and effectiveness by working with BICC, AAA, voluntary organisations and local businesses	AKCC	Std Procedure	
4.2 Increase Council membership and so increase active participation by experienced members of the community	Action	Progress	
29/04/24: AKCC to follow up the 4 people who came forward as a result of the leaflet campaign. Names of interested parties required.	AKCC	Ongoing	
20/03/24: TP/RB met Caroline Lindsay who attended various AKCC meetings and is now a co-opted member, developing the new website.	TP/RB	Completed	
4.3 Develop Roles and responsibilities by supporting members, encouraging participation and specific responsibilities	Action	Progress	
29/04/24: Review existing roles and responsibilities as membership increases, including allocating individual portfolios.	AKCC	Ongoing	
29/04/24: TP reviewed the Cromarty CC website and drafted a document on Roles and Responsibilities for consideration by AKCC	TP	Ongoing	
4.4 Streamline Council administration by optimising efficiency and effectiveness of current data and admin systems	Action	Progress	
29/04/24: RB streamlined organisation of email in the AKCC inbox and improved the storage of files on the AKCC drive.	RB	Completed	
01/04/24: RB shall monitor, triage and forward incoming AKCC email to members for information and action as appropriate.	RB	Std Procedure	
01/04/24: RB shall post AKCC agenda and minutes on Avoch Noticeboard in advance of AKCC meetings as per required schedule.	RB	Std Procedure	
21/04/24: TP clarified HM shall post AKCC agenda & minutes on Killen Noticeboard in advance of AKCC meetings as per reqd schedule.	HM	Std Procedure	
29/04/24: Confirm who is to post AKCC agenda & minutes on AKCC, Avochies Updates and Avochies Past & Present Facebook pages.	AKCC	Ongoing	

AVOCH & KILLEN COMMUNITY COUNCIL

**Receipts and payments
for the year ended March 31, 2024**

	<u>Note</u>	£	Full year 2022-23 £
<i>Receipts</i>			
Highland Council annual grant		1,055	
Highland Council comfort scheme and discretionary grant		2,028	
Avoch public conveniences - donations		1,324	
Scotmid - community grant		481	
Miscellaneous		271	
Avoch Fun Day - stall receipts		70	
		<u>5,229</u>	<u>4,098</u>
<i>Payments</i>			
AKCC Minutes		350	
Sharing shed costs		1,121	
Village signage		37	
Auditor gift		50	
Avoch public conveniences - cleaning		1,591	
Avoch public conveniences - sundries		735	
Avoch public conveniences - utilities		1,055	
Remembrance wreath		35	
Environmental maintenance		53	
General expenses		483	
		<u>5,511</u>	<u>5,576</u>
Surplus/(deficit)		<u>(281)</u>	<u>(1,478)</u>

Statement of funds at March 31, 2024

	£	£
FUNDS		
Opening funds	3,405	4,883
Surplus/(deficit) for the year	<u>(281)</u>	<u>(1,478)</u>
Closing funds	<u>3,124</u>	<u>3,405</u>
<i>In detail:-</i>		
General	704	326
Environmental projects	76	249
Avoch public conveniences	503	349
Open Gardens Scheme	320	320
Sharing Shed	578	1,218
Village Officer	943	943
	<u>3,124</u>	<u>3,405</u>
<i>Held as:-</i>		
Bank of Scotland Current Account	<u>£ 3,124</u>	<u>£ 3,405</u>