



COLDINGHAM COMMUNITY COUNCIL

Meeting Minutes - Draft

21st May 2024, 7pm Coldingham Village Hall

Present

Coldingham Community Council:

Phillipa Allen (PA)	Alice Fisher (AF)	Krishna Ramcharran (KR)
Dawn Tait (DT)	Richard Thomas (RT)	Ethne Turnbull (ET)
Peter White (PW)		

Members of the Coldingham Community: 24

Councilors: Cllr James Anderson JA, Cllr Carol Hamilton

Coldingham Police: 0

Apologies for absence

Jack Eeley, Cllr Aileen Orr.

Part 1 – Election of Office Bearers

The election for the positions of Chair, Treasurer and Secretary was chaired by Councilor James Anderson (JA). KR explained that as the current community councilors had no prior experience of conducting the election process, JA had been asked by the community council to officiate to ensure the process was run correctly.

The office bearing positions were appointed to:

Chair – Krishna Ramcharran; **Treasurer** – Alice Fisher; **Secretary** – Dawn Tait

Table 1 summarises the nominations for each of the official positions.

Office Bearer Position	Nominated	Proposer	Seconder
Chair	Krishna Ramcharran	Richard Thomas	Peter White
Treasurer	Alice Fisher	Dawn Tait	Philippa Allan
Secretary	Dawn Tait	Krishna Ramcharran	Peter White

Table 1 – Nominations and voting summary

RT confirmed he was standing down as Vice Chair. KR confirmed the Vice Chair position would be replaced as the role was not recognised by Constitution.

All Community Councilors present when individually asked by JA, confirmed for the record their full name and that they would abide by the Constitution and Code of Conduct.

Part 2 – Coldingham Community Council Meeting

Agenda and Items for AOCB

The agenda was agreed by all present. No additional items were proposed for AOCB.

Previous Minutes

Meeting minutes for 19th March 2024 : A member of community who had raised a query at the April meeting was asked to clarify the amendment. They indicated the amendment was no longer necessary. The minutes were **Approved** – PA nominated, PW seconded.

Meeting minutes for 16th April 2024. A member of the community stated that a phrase used by a Community Councilor and directed at them had be omitted from the draft minutes and requested for it to be include. KR confirmed the CC had received the email on the matter. As the member of the community had lodged a complaint relating to the Community Councilor, KR suggested it would be better to not amend the minutes given the sensitivity of the issue but to deal with it through the complaint procedure. KR agreed in parallel to review the minutes. The minutes for the meeting remain as **Draft**.

Acknowledgement of Service

The CC expressed their gratitude to Rhona Golding and Norman Wood for the many years of dedicated service to the community through their roles on the community council and the many other social initiatives they had been responsible for starting and or are involved in.

CCC Constitution

KR acknowledged the level of concern raised by the community at the April meeting regarding the drafting and adoption of the Constitution. The CC understood they only had to consult on substantive changes and had been seeking advice from SBC Democratic Services a copy of which was shared in the meeting. KR pointed out that whilst SBC had confirmed no consultation was required as the changes were not substantive, the CC were reprimanded for the way in which the constitution was signed and adopted. KR apologised on behalf of the CC for not communicating more clearly to the community the rationale for the actions being taken, the nature of the changes, and for not pushing enough to get the constitution on to the meeting agendas which would then have afforded it the necessary airtime. In recognition the ill feeling the process had generated, the CC had agreed to put it to the community to vote in favour of:

- running a consultation specific to the 11 insertions and the addition of paragraph 7.3. The consulted constitution would be adopted at the AGM, or
- accepting the signed constitution as lodged with SBC and for the CC to heed the lessons from the process.

KR explained that if the community voted in favour of running the consultation, Logan Inglis (LI) – the Chair of Reston Community Council had agreed at the request of CC to act as critical friend to ensure the process was run properly and had been invited to attend the meeting to share his knowledge and experience.

A member of the community asked why para 7.3 was deemed non-substantive. KR explained that would be a question for SBC Democratic Services.

A member of the community asked what were the pros and cons of limiting the number of terms that a community councilor could hold an office bearing position to a single term versus two terms. LI explained Reston had a similar clause. The two terms was an aspiration and it allowed long term plans to be achieved. An officer bearer could step down after one term. KR added that introducing a limit allowed/encouraged the sharing of responsibility and learning amongst the community councillors.

The community accepted the vote. The outcome was 17 votes in favour of staying with the signed constitution and 2 votes in favour of running a consultation. The vote to stay with the signed constitution was accepted by the CC.

Managing Complaints

KR confirmed that the CC had received a number of complaints in the past few months. They had not been processed as the CC had no procedure of managing complaints. The CC had been liaising with SBC on the matter. The CC proposed drafting a procedure which it would consult the community on at the next meeting. A member of the community asked if it were not possible to speed the process up. KR agreed.

LI explained that complaints should be directed to the CC's Chair. Where complaints could not be resolved they could be escalated to the SBC Democratic Officer. JA pointed out that complaints handled at a CC level were not subject to Freedom of Information (FoI) but once escalated to SBC they became subject to FoI.

The CC voted in favour to draft a complaints procedure and consult with the community in two weeks time. The aim would be to discuss and adopt the procedure at the CC meeting in June 2024. No objections were received from the community members present. **Action** – CCC to draft a complaints procedure and publish for consultation in advance of June meeting.

SBC Councilor's Report

Cllr Anderson (JA) asked the community for their views on the condition of the Moor road. The responses included it was 3 to 4 times worst. There was a pot hole on the Press Castle road, the verges were worn away due to the HGVs on previous diversions. It was also suggested that a bridge assessment be carried out on the Pease Bay Bridge just off the A1. **Action:** JA/CH to liaise with BEAR and Transport Scotland re the condition of Moor Road and Pease Bay Bridge Assessment

Cllr Carol Hamilton (CH) informed the meeting that Foster Care Fortnight was underway and that anyone wanting more information should email her.

Treasurers Report

AF informed the meeting that with the absence of a Treasurer until this evening, there was no Treasurers report for the last month. However, AF did confirm that the Accounts for the

FY 2023/24 ending 31st March 2024 had been audited by Brenda Alexander and would accompany the AGM agenda when circulated. In summary:

Total Income for year (A)	£155,047
Routine expenditure (B)	£824
Expenditure for the Cross Renovation (C)	£31,995
Surplus income for the year (A-(B+C))	£122,267

AF confirmed that the new signatories for the bank account in addition to herself were PA, RT and DT.

A member of the community asked if the CC had explored options for holding the funds in an account that earned interest. This had been looked into but with no positive suggestions from the bank. LI suggested CCC should have two bank accounts, one for main CC business and the other for windfarm funds. LI also pointed out that:

- A banks insurance only provided cover for up to £80k/ bank account. CCC were currently exposed given the level of funds currently being held.
- CCC should not have more that three years funds in their bank account at any one time or hold any endowments.
- Penmanshiel Windfarm fund is split into two pots. The first is a guaranteed CPI linked income to the community of £12k-£14k/annum paid every November. The second pot paid every February is not guaranteed. It is allocated to the local energy discount scheme of which 21% has not been taken up and which RES are attempting to redress. CCC should take account of this when forecasting revenue and spend.

Police Report

KR presented the key points from the Police Report for April 2024. They were:

- Across the Scottish Borders: There were 221 Mental Health Related Calls; 22 Missing person enquiries; and 104 domestic related incidents.
- Across East Berwickshire: There were 22 Mental health related calls and 3 missing person enquires.

Under the headings of Assault, Antisocial Behaviour, Vandalism, Theft by Housebreaking and Theft there were no reported incidents specific to Coldingham. The reported incidents were concentrated in Eyemouth, Chirnside and Reston.

In addition, local police:

- carried out vehicle inspections at A1, Burnmouth on the 17th April 2024. 73 vehicles had been stopped, 9 offences dealt with and numerous warnings issued.
- Engaged and listened to communities during April 2024, including Coldingham, about speeding concerns and had carried out speed checks.

AGM

KR explained that under Section 12, para 12.1 of the constitution CCC are required to hold their AGM within 60 days of the financial year end, i.e. by the end of May 2024. With the events of the last month including the resignation of the Chair and Treasurer it would be impossible and unrealistic to comply. The CC have been advised by Democratic Services that they can submit a request to delay the AGM and cite the reasons. The motion proposed is for CCC to submit a request to SBC Democratic Services to delay the AGM until June 2024, 19 days outside of the 60 day period.

A member of the community asked how the AGM would be advertised. KR suggested the Coldingham Notice Board, Coldingham Info and Coldingham People. There was general consensus the proposed channels were acceptable. A member of the community suggested CCC consider setting up a dedicated Facebook page which they managed and which could be used for posting factual information.

Recording Community Council Meetings

KR explained that the experiences of the last CC meeting demonstrated the challenge of minute taking and that not everyone is suited to the task. In recognition of the need to produce accurate minutes and remove the dependency on any one individual the CC wish to start recording CC meetings. CCC understand that a number of local community councils already record their meetings. This requires a clear policy covering the use of recordings, notification to those in attendance, and rules on retention and deletion and which the community have been consulted on. The motion proposed is to draft and share a CCC policy on the recording of council meetings with a view of adopting it at the June meeting. All CCs present voted in favour to proceed with the motion. **Action:** CCC to draft and publish a policy for recording community council meetings in advance of June meeting.

Correspondence/Discussion Points

Topic	Key Discussion Points
Foundation Scotland (FS)	<p>ET reported that:</p> <ul style="list-style-type: none">• Following the elections in November 2023 for Community Panel members, FS had appointed Gary Wilson as the second panel member for Coldingham. The other community representative was Joanna Wright.• FS had advertised the positions on FaceBook and had received a good response.• FS had opened its next round for funding applications. All applications had to be submitted by 8th September 2024. <p>KR reported that:</p> <ul style="list-style-type: none">• CCC had received a microgrant of £1649 which it could allocate to small community projects. CCC needs to quickly define and implement an application, evaluation and award process. Action: KR to confirm microgrant award levels. Originally they were £250 but in the recent MoU the cap had been removed.

Topic	Key Discussion Points
	<ul style="list-style-type: none"> With the resignation of RG there was a CC panel member position vacant. KR asked for nominations. Philippa Allan proposed herself supported by DT and seconded by PW. Action. KR to notify FS that PA would be the second CC Panel representative alongside ET.
SBC Road Closures	<p>Eyemouth Herring Queen Children’s procession on 20 July 2024 would lead to the temporary closure of the loop encompassing Albert Road, the High Street and Church Road.</p> <p>A1 Bowshiel Northbound will be closed for 5 nights between 10-14 June 2024 inclusive. There will be a signed diversion between Eyemouth and Tower Hill via the A1107. The diversion will take vehicles through Coldingham. KR indicated that this road closure had been picked up via the Coldingham People Facebook page not via an SBC notification. LI indicated he had registered with BEAR and Transport Scotland for updates. Action: JA liaise with John Henderson on options to improve notifications with CCC.</p> <p>A member of the community stated that there had been a long standing agreement with BEAR that only Southbound traffic would be diverted through Coldingham. This latest diversion contravened the agreement. In addition a number of community members raised concerns about the condition of the Moor Road, the need for a bridge assessment and danger presented by HGVs repeatedly crossing the white line highlighting the unsuitability of the Moor for diversions. JA agreed to look into it, but indicated any outcome might be too late for this closure. Action: JA to investigate with BEAR why North bound diversions were passing through Coldingham.</p>
Recording of Actions	<p>A member of the community suggested the CC adopt a more formal action log that operated a RAG (Red, Amber, Green) status to manage actions and highlight ones exceed their due date.</p>
PINGO Replacement service	<p>JA had asked all CCs to put up a poster with the contact details for the PINGO replacement taxi bus service. A member of the community stated that more should be done to help with transport to BGH. JA responded that the aim of PINGO and the replacement service was to address this and connect people to Eyemouth to connect with services. JA also confirmed that various travel cards were valid for use with the service. KR confirmed SBC had issued a flyer for the communities to post.</p>
Non financial support	<p>JA explained that SBC were seeking input from community councils on areas of non financial support, i.e. training, that would be beneficial in the running of the CC. Action: JA to resend the SBC non-financial CC support survey</p>
Public Paths	<p>There was some discussion concerning the maintenance of paths and who bore responsibility. JA confirmed the core paths were the responsibility of SBC as well as the Costal Paths. CCC had responsibility</p>

Topic	Key Discussion Points
	<p>for deciding which of the non core paths it would maintain. JA confirmed SBC provide a retrospective grant of £600 to contribute towards the costs of maintaining the non core paths. Concerns were raised by the community of the:</p> <ul style="list-style-type: none"> • potential imbalance in the funds allocated to Coldingham which had a greater number of pathways versus places such as Jedburgh and Hawick which had fewer and therefore more pristine pathways. • Coldingham had far more pathways than other communities to maintain and that this should be recognised financially. • proposed action to make safe the significant drop that now existed between the beach and grass line along Coldingham sands beach. <p>Members of the community explained that the:</p> <ul style="list-style-type: none"> • maintenance of non core paths was not straight forward and required a knowledge of rights of way as well as know which were the responsibility of farmers. • pages on Coldingham Info relating to paths received a high number of hits • Parish Council App was a good source for identifying community paths.

AOCB - None.

Summary of actions agreed in meeting

	Action	Owner	Due Date	Status
1	Draft a complaints procedure and publish for consultation in advance of June meeting.	CCC	7/6/2024	Open
2	to liaise with BEAR and Transport Scotland re the condition of the Moor Road and Pease Bay Bridge Assessment	JA/CH	31/5/2024	Open
3	Draft and publish a policy for recording community council meetings for consultation in advance of June meeting.	CCC	7/6/2024	Open
4	Confirm the FS microgrant award levels	KR	18/6/2024	Open
5	Notify FS that PA would be the second CC Panel representative alongside ET.	KR	24/5/2024	Open
6	Liaise with John Henderson on options to improve notifications with CCC.	JA	31/5/2024	Open
7	Investigate with BEAR why North bound diversions were passing through Coldingham	JA	31/5/2024	Open
8	Resend the SBC non-financial CC support survey	JA	24/5/2024	Open

Date of Next Meeting

The next meeting is scheduled for Tuesday 18th June 2024, 7.30pm at the Coldingham Community Village Hall.

DRAFT