

## MINUTES OF THE MEETING HELD ON THURSDAY, 14 MAY 2020 (VIA ZOOM)

| Community Council      |                    |         |
|------------------------|--------------------|---------|
| Name                   | Position           | Present |
| Mervyn Barr            | Interim Chair      | ✓       |
| Hilary Benson          | Member             | ✓       |
| Malcolm Collie         | Member             | ✓       |
| Heather Cook           | Member             | ✓       |
| Donald Davidson        | Member             | ✓       |
| Mandy Duggan           | Member             | ✓       |
| Chika Edeh             | Member             | ✓       |
| Becky Ferguson         | Interim Secretary  | ✓       |
| Daniel Hay             | Member             | ✓       |
| Kate Lumsden           | Member             | ✓       |
| Alan McCue             | Member             | ✓       |
| William Munro          | Interim Vice-Chair | ✓       |
| Gordon Prentice        | Member             | ✓       |
| Diane Priestley        | Member             | ✓       |
| David Ritchie          | Interim Treasurer  | ✓       |
| Ken Stewart            | Member             | ✓       |
| Raymond Swaffield      | Member             | ✓       |
| CLlr David Aitchison   | Ward 13 Councillor | x       |
| CLlr Iris Walker       | Ward 13 Councillor | ✓       |
| CLlr Ron McKail        | Ward 13 Councillor | ✓       |
| CLlr Alistair McKelvie | Ward 13 Councillor | ✓       |

|   | <u>Item</u>  |
|---|--|
| 1 | <p><b>Welcome and opening remarks</b></p> <p>Mervyn Barr opened the meeting, thanking everyone for attending the ‘virtual’ meeting this evening. He shared thanks from Audrey Findlay for the delivery of flowers following the loss of her husband Alan.</p>  |
| 2 | <p><b>Apologies and Declarations of Interest</b></p> <p>Apologies received from CLlr Aitchison.</p> <p>Ken Stewart &amp; Raymond Swaffield declared an interest as they are both members of the Arnhall Moss Group, in relation to the agenda item for the Environmental Group.</p>  |
| 3 | <p><b>Approval of Minutes of Zoom meeting 16<sup>th</sup> April 2020</b></p> <p>The minutes were approved by the meeting.</p> <p>Proposed: Gordon Prentice</p> <p>Seconded: Raymond Swaffield</p>  |
| 4 | <p><b>Matters Arising (including update on assigned actions)</b></p> <p>1. <u>Review Of WECC Constitution - Work in progress from April meeting</u></p> <p>Both David Ritchie and Mervyn Barr have now thoroughly reviewed the existing draft and after a final review by the Office Bearers (to be scheduled), it will be distributed to the full CC for review and comment, before our June Meeting. General policy on Honoraria now included here rather than in individual Role Descriptions.</p> <p>2. <u>Suggestion to change the name of the Communications Group to Community Engagement Group</u></p> <p>This consideration will be left with the current Communications Group, who can in due course, having considered the remit of the group, make a recommendation on the proposal to the wider CC.</p> |



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### 3. Transfer of Treasurer and Secretary responsibilities

This transfer is going well and is on schedule for completion by 1st June and main responsibilities have been documented.

However when writing up the Role Descriptions we realised that as well as describing the main responsibilities of the treasurer, it would be beneficial to the incoming person to have a ready reference of applicable files, passwords, bank account details etc. Work is ongoing now with David and Gordon to complete this aspect of the Treasurer transition.

Similar work is ongoing for the Secretary Role, conducted by David and Becky. Both completed Role Descriptions will be circulated for the June meeting.

Treasurer - from D. Ritchie to G. Prentice

Secretary – from B. Ferguson to D. Ritchie

Minutes Secretary – appointment of D. Hay

Role Descriptions for the Chair, Vice Chair and Minutes Secretary have been circulated to members already. These will be proposed for adoption into the WECC Constitution at the June meeting.

### 4. Clarification of responsibilities/actions for production and distribution of the Westhill Bulletin

Preparation of the Bulletin Manager's Role Description will also commence soon, with the aim of also having it ready for our June Meeting.

### 5. Sub groups – Environmental Group to present case for continuance

Due to time constraints on the 16th April, this was held over until 14th May meeting. A vote will be taken later to stop/continue/change (as appropriate) the remit or make-up of the Group.

### 6. Ad-hoc donations to local organisations

David Ritchie to present the case for continuing this policy. Due to time constraints on the 16th April, this was held over until 15th May meeting. A vote will be taken to stop/continue/change (as appropriate) the policy.

### 7. Complete training on Planning Processes (via Skype with audio backup) on 23rd April

Collective commitment – all members were requested to have completed this training by 14th May. This session was recorded – Becky to chase up circulation of recording from Alison Cumming.

### 8. Aldo CC Induction Training

All members were requested to complete this Induction training by our monthly May meeting, however this timescale may be too ambitious, so please aim to complete by June meeting.

See email to you from June Reynolds dated 14th April for link, username and password.

### 9. Training on CC Governance Processes (via Skype with audio backup)

This has been scheduled for the 21st May, beginning at 7pm. Details of how to join will be recirculated.

### 10. Dog fouling signage – update from Ken Stewart

Carnie Woods – Ken did a litter pick there and put up some signs as discussed at the last meeting. Keep Scotland Beautiful has a project re. dog fouling on at the moment and have contacted them about promotional material and to establish a link between them and WECC.

Our thanks to Ken for taking an initiative on this.

11. Grampian Coronavirus Assistance Hub (GCAH - <https://www.gcah.org.uk>) has been established by local councils which is a great resource which we will continue to advertise and recommend.

Approximately 2500 leaflets (council supplied) were distributed to targeted areas to cover the likely most vulnerable residents. A great community effort and our thanks to David Ritchie (as main coordinator) and all the volunteers involved. It was noted that it would be interesting to see if there has been any feedback following this exercise – David Ritchie will contact the Hub to see if there has been a further uptake of help as a result of this.

### 12. A community resilience plan was proposed in principle.

This is something we may wish to work on in the future, when we are fully re-established. In the meantime it has been placed in the 'Parking Lot' for future action.

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|   | <p><b>13. <u>Delayed Bulletin</u></b><br/>David Ritchie has contacted all advertisers to make them aware of the timescales for the next edition of the Westhill Bulletin.</p> <p><b>14. <u>Members details</u></b><br/>The names of all Community Councillors have been updated on the website. It was noted that we perhaps didn't publicise the new members very much after the election. Discussion followed regarding sharing further contact details of members, of which members generally agreed wasn't required as long as contact details were available for the Secretary &amp; Chairperson, especially for press communication etc. The potential of a WhatsApp group between members was discussed. Currently there is no list of all members contact details other than email addresses. Becky to send out an email to all members to ask for contact details to be stored centrally and shared between members if required.</p> <p><b>15. <u>Youth members</u></b><br/>Two youth members are eligible to serve on WECC in addition to the current members. This was discussed and will be prioritised as soon as possible, probably after the summer holidays now.</p> <p><b>16. <u>Communications Group</u></b><br/>A proposal was made on how best to take the Communications group forward. After a few good suggestions Daniel Hay offered to lead an improvement project.</p> <p><b>17. <u>Temporary bus timetables</u></b><br/>Volunteer members put these up in bus shelters while on their daily walk. Action completed by 19th April. Thanks to all who did this so promptly.</p> |
| 5 | <p><b><u>Public submissions</u></b><br/>We received a message through Facebook to advertise a petition being circulated locally regarding the closure of Foxlane Garden Centre. However, as the closure was following the Government guidelines, we could not support the petition. It was noted that we are pleased to see them operating a click and collect service now and look forward to them re-opening at the appropriate time.</p>  |
| 6 | <p><b><u>Profile of Environmental Group</u></b><br/>The proposal for this group was circulated to all members prior to the meeting. It was unanimously agreed that the group remit is still relevant &amp; should continue. Obviously all group activities are currently on hold given the COVID-19 circumstances. Ken Stewart &amp; Raymond Swaffield will continue this group, with the potential for new members in the future.</p>   |
| 7 | <p><b><u>Current planning applications of interest</u></b></p> <ul style="list-style-type: none"> <li>• APP/2020/0684 – Full Planning Permission for Erection of 7 Dwellinghouses and a Convenience Store - Strawberryfield Road/Broadstraik Road, Westhill [comment by 28/05]<br/>Discussion took place regarding this planning application. The land has been zoned for residential development since at least 2012 according to the Local Development Plans. Previously, there had been an application for 8 houses and a shop which was withdrawn. The positive impact for those to the West of the town in terms of having closer access to a shop was noted, however there were concerns raised regarding the lack of safe crossing of Broadstraik Road for pedestrians/cyclists. It was agreed that we would submit comment to Bruce Strachan to note this concern.</li> <li>• APP/2020/0846 – Full Planning Permission for Erection of 4 Commercial Units (Class 5 and 6) with Associated Yard, Car Parking and Landscaping – Crescent Site, Prospect Road, Westhill [comment by 28/05]<br/>It was noted that this application is on land that currently is unused, however has previously been used as a car park or by Travellers in previous years. Again, this land is zoned for development, however it was questioned if there may be a knock on effect on parking in the area if cars are displaced as a result. Discussion followed that it does not seem to have been used as official parking for some time so may not have an effect. However, there are only 20</li> </ul>           |

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|           | <p>parking spaces planned for 4 units which may not be sufficient depending on the occupants of the units and could lead to further cars around the area. This may be limited by planning rules, so may not be able to be expanded. It was questioned if these units are required as there are a number of other sites continuing to be developed around the area. It was agreed that we should make comment to the planners regarding the number of parking spaces planned.</p>   |
| <b>8</b>  | <p>At 7.55pm the meeting was adjourned for 15 minutes to allow our “online” attendees to go outside to take part in the 8pm applause, to acknowledge the professionalism and courage of those who carry on doing their jobs in sometimes arduous and hazardous circumstances, to help keep the community of Westhill functioning as smoothly as can be - namely:</p> <ul style="list-style-type: none"> <li>Nurses, doctors and NHS</li> <li>Ambulance personnel</li> <li>Police and prison personnel</li> <li>Pharmacies</li> <li>District nurses and social carers</li> <li>Community Support Workers</li> <li>NHS Volunteers</li> <li>Postal workers, waste disposal teams</li> <li>Shop workers</li> <li>Deliverymen</li> <li>Utilities repairmen</li> <li>Farm workers and farmers</li> <li>Teachers</li> </ul>   |
| <b>9</b>  | <p><b><u>Planning Focal Point</u></b></p> <p>Previously, WECC has had an individual or group identified to keep an eye on planning applications and bring any concerns or comments to the CC as a whole. It was agreed that it is useful to have such a group, especially with other consultations arising and the Local Development Plan, which come with quite tight time restraints. Diane Priestley, Hilary Benson, Alan McCue &amp; Willie Munro will be the members of this group. Diane will produce a short remit for the group, given previous experience in this area. This was agreed unanimously by members.</p>   |
| <b>10</b> | <p><b><u>WECC Policy on Donations to Community Groups</u></b></p> <p>Since 2011, WECC has donated around £29,000 to a number of community groups in the area through the surplus funds created from the Westhill Bulletin. These groups have varied from playgroups to our local Citizens Advice Bureau, therefore providing support to many. As it stands, WECC have around £18,000 of available funds with no major projects in the pipeline. David Ritchie presented the case for continuing this donations system, which was unanimously agreed in principle. It was noted that both criteria and an application form will be required for those applying for these funds, and once this is complete we can start the donations afresh. A group of members will look at the requests received and bring a proposal back to WECC as a whole for donations. This group will consist of David Ritchie, Gordon Prentice, Chika Edeh and Hilary Benson.</p> <p>Once this was agreed, it was also noted that there is a Strategic Needs Assessment about to be published for Westhill, which we should pay attention to in case there are aims and needs that we can support through these donations. In addition to the above, it was noted that we should request feedback from those who receive donations.</p> |
| <b>11</b> | <p><b><u>Financials/Payment authorisation requests</u></b></p> <p>There has been no expenditure since the April meeting, and there is no outstanding commitments. The Annual Accounts for the year to 31st March 2020 have been prepared and will be reviewed soon by the independent verifier Colin Currie. Official approval of the accounts will take place at the AGM in October.</p>  |

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|           | <p>The summary is shown below. Main point to note is that the Bulletin surplus was £12097. (This is the surplus after adjusting the Bulletin adverts income by adding the prepaid value at 31st March 2019 and deducting the prepaid value at 3st March 2020). So average surplus per issue was a record of £3024, versus £2656 in the previous accounts</p> <p>The Analysis of Funds in Bank shows 'General Funds' of £18510. By pure coincidence that is only £1 less than at March 2019! This is the funds that can be considered as available for new projects and donations and things like improvements to the sculpture site and refurbishment of Christmas lights.</p> <p>- David Ritchie</p>   |
| <b>12</b> | <p><b><u>Proposal to make available a sum of money for local groups working to help those affected by COVID-19</u></b></p> <p>This proposal was circulated to members prior to the meeting. Under the current circumstances, we are aware that there are many groups going above and beyond to provide assistance to those within our community affected by COVID-19. It was agreed unanimously that a small subgroup should be created as soon as possible to accept applications for this fund, and that it should be publicised as effectively as possible. As for advertising, it was noted we should contact bodies such as the Garioch Community Assistance Hub and Citizens Advice Bureau with our advert so they can publicise to their contacts also. Time is of the essence and we would like to work quickly to offer assistance to as many groups as possible, therefore communication may be circulated via email. It was questioned how we would handle it if we were inundated with requests. Each group would have to submit an application with detail of what they are looking for. Willie Munro will continue taking this forward to the next stage.</p> |
| <b>13</b> | <p><b><u>Communications Group Improvement Proposal</u></b></p> <p>Daniel Hay has been tasked with looking at how we communicate externally, including our website, Bulletin and social media platforms. Currently, our website could be updated and we could be utilising social media far more. It is important to keep all sources working collectively together, increasing our public profile in a fresh and new way. The document created by Daniel will be circulated to all members following this meeting. A group consisting of Daniel Hay, Kate Lumsden, David Ritchie &amp; Chika Edeh was created, and will work on the remit of the group for the next meeting.</p>  |
| <b>14</b> | <p><b><u>Ward 13 Councillors Updates</u></b></p> <p>Reports from Councillor Walker, Councillor McKail &amp; Councillor McKelvie were circulated prior to the meeting. They all covered similar information, so the opportunity to ask questions was given to members. It was noted that the Garioch Area Committee meeting was recorded due to being held virtually, this will be circulated to all members.</p> <p>Chika Edeh asked if there were any plans for further improvement of the facilities at the Carnie Pitches &amp; play area. Councillor Walker explained that there will be consultation into facilities in Westhill in the near future so will keep us informed of any updates.</p>   |
| <b>15</b> | <p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed that we would meet in both July &amp; August rather than take a summer break.</li> <li>• The Police Report was circulated to all members prior to the meeting. This was the first one for the new WECC and also in the new format. This will become a standard agenda item each month moving forward.</li> <li>• A travel consultation into the A944-B9119 Transport Corridor was also circulated. Members were asked to submit comment to Diane Priestley on behalf of the Planning Group for collation ahead of the deadline on June 5th. Submission will then be made through the secretary.</li> </ul>  |
|           | <p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting will take place on Thursday, 11<sup>th</sup> June 2020 via Zoom</p>   |

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### WESTHILL & ELRICK COMMUNITY COUNCIL

#### INCOME and EXPENDITURE ACCOUNT FOR YEAR TO 31st MARCH 2020

|  | 12 Months<br>April 2019 to<br>March 2020<br>£ | 9 Months<br>July 2018 to<br>March 2019<br>£ |
|--|---|---|
| Funds in Bank Accounts at 31st March 2019  | 34,073.12                                     | 32739                                       |
| <b><u>Income</u></b>   |   |   |
| Westhill Bulletin Advertising Income   | 41,406.00                                     | 32953                                       |
| Grant (Aberdeenshire Council) & donation re Gateway Art Project  | 1,290.00                                      | 13700                                       |
| Admin grant from Aberdeenshire Council   | 1,277.76                                      | 1508  |
| Bank Interest Received   | 13.57   | 104   |
| Scaffold tower hires   | 30.00   | 30  |
| Total Income in year   | <u>44,017.33</u>                              | <u>48295</u>                                |
| <b><u>Expenditure</u></b>  |   |   |
| Westhill Bulletin Printing- 3 issues   | 26,484.00                                     | 18233                                       |
| Bulletin Honorarium  | 1,800.00                                      | 1350  |
| Bulletin Postages & Sundries   | 302.80  | 207   |
| Total Bulletin Expenditure   | <u>28,586.80</u>                              | <u>19,790</u>                               |
| Gateway Art Project -final payments to sculptor Holger Lonze   | 11,112.00                                     | 14000                                       |
| Gateway Art Project sundry costs   | 1,076.12                                      | 330   |
| Honorariums to Secretary & Minutes Secretary   | 800.00  | 1892  |
| Christmas lights refurbishment, tree sundries & switch-on event  | 778.40  | 827   |
| Community Council Sundry Expenses  | 566.62  | 1125  |
| Westhill in Bloom prizes & expenses  | 211.18  | 188   |
| Hanging Baskets sundries   | 164.75  | 0   |
| Litter Pick sundries   | 28.91   | 16  |
| Gateway Art Project - contribution to landscaping costs  | 0.00  | 5000  |
| Donations to Local Voluntary Groups  | 0.00  | 2100  |
| Funding for Drive Plus driving course subsidies  | 0.00  | 1000  |
| We're Watching You' Dog Poo signs project  | 0.00  | 643   |
| Purchase of second-hand noticeboard  | 0.00  | 50  |
| Total Expenditure in year  | <u>43,324.78</u>                              | <u>46,961</u>                               |
| Surplus in year  | 692.55  | 1,334                                       |
| Funds in Bank Accounts at 31st March 2020  | 34,765.67                                     | 34,073                                      |
| <b><u>Analysis of Funds in Bank</u></b>  |   |   |
| Bulletin Advertising Income Received in advance for Summer, Autumn & Winter 2020 issues (75% of Prepaid adverts) | 15,561.00                                     | 14,839                                      |
| Litter Campaign Fund   | 694.40  | 723   |
| General Funds  | <u>18,510.27</u>                              | <u>18,511</u>                               |
|  | <u>34,765.67</u>                              | <u>34,073</u>                               |