

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 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	✓
Becky Ferguson	Member	✓
Daniel Hay	Member	✓
Kate Lumsden	Member	✓
Alan McCue	Member	✓
William Munro	Interim Vice-Chair	✓
Gordon Prentice	Interim Treasurer	✓
Diane Priestley	Member	✓
David Ritchie	Interim Secretary	✓
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	✓

<b>1</b>	<p><b><u>Welcome and opening remarks</u></b></p> <p>Chair Mervyn Barr opened the meeting, thanking everyone for attending. It has been a very productive month, but unfortunately Chika Edeh has resigned, as he has a new family addition (another son) and has more family commitments. Mervyn thanked Chika for his contributions and expressed the hope that when circumstances permit, he may return to active involvement in WECC.</p> <p>Permission was granted to record the meeting.</p>
<b>2</b>	<p><b><u>Apologies and Declarations of Interest</u></b></p> <p>Apologies received from Cllr Aitchison No Declarations of Interest</p>
<b>3</b>	<p><b><u>Approval of Minutes of Meeting 13th August 2020</u></b></p> <p>The minutes were approved, with a small change to the opening remarks Proposed: Gordon Prentice. Seconded: Heather Cook</p>
<b>4</b>	<p><b><u>Matters Arising/ Actions Update</u></b></p> <p>Mervyn advised that the list per agenda (copied below) includes items that are covered in other parts of the agenda. They have been left on for transparency this time but in future such items will not be included in the list.</p> <ol style="list-style-type: none"> <li>1. Bulletin Manager Role – not yet done, aim to do it after autumn issue is out.</li> <li>2. Set-up of Micro-soft One-Drive – <i>in progress</i> – We need to prove to Microsoft that WECC are a non-profit-making group. Malcolm advised he had applied to Microsoft as a non-profit-making group, along with a mission statement. Microsoft have asked for proof from HMRC or the</li> </ol>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

	<p>Charities Commission. We can't provide that and Area Office haven't responded to request for advice yet.</p> <ol style="list-style-type: none"> <li>3. Appointment of Independent Verifier – two possible candidates proposed. See Treasurer report (item 11)</li> <li>4. Re-drafted Constitution- David to send to Alison Cumming in August – Awaiting response</li> <li>5. AVA Community Spirit Award- our nominees are listed in the AVA August Newsletter, so will circulate it &amp; put on website – Completed</li> <li>6. Pollution event in the Denman Park Ponds. Liaison with authorities - Agenda item 7</li> <li>7. Risk Assessments. Litter-picking RA in place. Review/redraft of this and others. <i>In progress</i>. Raymond indicated that the requirement for new litter pickers to complete a form may put some off. Raymond &amp; Mervyn to discuss this.</li> <li>8. Covid-19 Community Impact Assessment - Ward 13 Forum- 20<sup>th</sup> August – Mervyn &amp; Iris attended. Mervyn had reported on things like our Covid fund and the Westhill Coronavirus Community Support facebook page.</li> <li>9. Nestrans - Regional Transport Strategy 2040 Consultation – link on Website - Completed</li> <li>10. Police Report - repost details of the Domestic Abuse assistance that is available – Completed Police Report - calls to the Grampian Coronavirus Support Hub. Details of the Hub will be re-posted on WECC website. Completed David will ask our Police contacts if there is anything more WECC could do to help these isolated residents. See note at end of Police Report on how they respond to Mental Health related calls Cllr McKail, as Chair of the Garioch Community Safety Group, will raise the subject with that group. Quick update</li> <li>11. Aberdeen City LDP. WECC response to be submitted by 31<sup>st</sup> August. Completed</li> <li>12. Xmas lights replace or repair - David was requested to prepare a business case for the repair costs- Completed. Application to Area Initiative Fund for new lights to replace Tesco roundabout lights completed (tight deadline – 31<sup>st</sup> August). It is on agenda for GAC meeting on 15<sup>th</sup> September.</li> <li>13. Queries about the community minibus, who it is for etc. David will provide info to Cllr Walker as requested.</li> <li>14. Help for Older People - Agenda Item 14</li> <li>15. Ken is arranging to get litter posters printed on vinyl – Agenda item 7</li> <li>16. Planting scheme – way forward? – Agenda item 13</li> <li>17. Comms Group survey via John Reid – Agenda item 8</li> <li>18. Phoenix Fund – additional meeting with MAPP/Ben Horsburgh – completed - Agenda Item 12</li> <li>19. Sculpture Funds Application to Area Initiative Fund – Agenda item 15</li> <li>20. Carnie Woods meeting – completed. Update – Ken and Cllr Walker – Agenda Item 7</li> <li>21. A2B dial-a-bus stoppage WECC will forward their concerns into the review. A draft will be prepared and circulated. Agenda Item 16</li> </ol>
5	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• Community Council Scheme Consultation- Phase 1 is review of CC boundaries &amp; membership numbers. We are not aware of any issues on the boundaries. A few points came up on membership numbers when we were reviewing the constitution so this will be looked at. Response required by 16 October.</li> <li>• Consultation on active and sustainable travel improvements for the Westhill to Aberdeen corridor. This was circulated on 4<sup>th</sup> September. Members can complete the survey if they wish. There is no stated closing date.</li> </ul>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

	<ul style="list-style-type: none"> <li>• Views sought on Aberdeenshire Council Roads Policies review. This was circulated on 4<sup>th</sup> September. Members can complete the survey if they wish. Closing date 2<sup>nd</sup> October.</li> <li>• Suggestion from resident Edward Pirie to convert green space on Wellgrove Rd into allotment or similar. This is protected open space. Covered under item 13.</li> </ul>
<b>6</b>	<p><b><u>Police Report</u></b></p> <p>As circulated and appended to minutes. The priorities are still geared towards coronavirus. Small decrease in youth annoyance &amp; calls re anti-social behaviour.</p> <p>Following the query at August meeting re the increase in concern for person calls, at the end of Police Report is a statement on how the police deal with calls re mental health issues.</p> <p>Cllr Mckail raised an issue re youths climbing over fence at basketball court at Crombie school and causing disturbance.</p> <p>He also advised that the battery in the speed monitoring device has been replaced so the device should be back in use again soon.</p> <p>Willie advised he had seen a report that average speed cameras are going to be installed on the A944.</p>
<b>7</b>	<p><b><u>Environmental Group Update</u></b></p> <p>Report from Raymond has been circulated. Key points are:-</p> <ul style="list-style-type: none"> <li>- Met with manager at McDonalds to find out about their litter strategy- they do 4 litter picks per day. Some staff are going to join in the WECC litter picks</li> <li>- Rotary Club are organising their own litter picks which WECC helpers also participate in.</li> <li>- The printing of litter posters on vinyl is not being progressed</li> </ul> <p>Carnie Woods- Ken reported that the management group are looking at improving access for disabled and people with pushchairs, and putting in seating. The poor state of the boardwalks is an issue the best resolution of which is currently being debated among city and shire stakeholders. .</p>
<b>8</b>	<p><b><u>Communications Group Update</u></b></p> <p>Daniel submitted his report to David earlier in the meeting.</p> <p>A WECC Instagram page has been set up. Going to put up photos from sculpture unveiling. There is a video of it but need to get permission from the people in it. Chika has got the video, he hasn't passed it on yet. Contacted Skene Heritage group to ask for photographs of Westhill in the past.</p> <p>The quote from Media Gorilla for the new website was £5,847 plus VAT and £75 plus VAT per month to monitor website and put in updates. May contact other website developers. Mervyn knows of one, he will pass on details to Daniel. Also option via the Council- a pilot project being run by the 'Scottish Tech Army' that could lead to website &amp; social media support to community councils. More community councils in the shire are required to be involved in it before it can progress.</p> <p>Cllr Mckelvie advised that the ICT unit in AC could also help develop website at a reasonable cost.</p>
<b>9</b>	<p><b><u>"Walk&amp; Cycle Westhill" Project</u></b></p> <p>Report from Gordon Prentice:-</p> <p><b>Update since last meeting</b></p> <ul style="list-style-type: none"> <li>a. Awarded 2 grants from AC on 25<sup>th</sup> August, £4k from Strategic Fund + £10k from Developer Obligations Fund. This is significantly more than we were expecting and should allow us to fulfil our ambition to provide signage for the whole of the "Westhill Orbital Path" in a single project. Thanks due to our local councillors for flagging this opportunity to us and for</li> </ul>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

	<p>encouragement and support to get the result we wanted. The £4k from Strategic Fund has to be spent by March 2021, the £10k from Developer Obligations by October 2022.</p> <ol style="list-style-type: none"> <li>b. Contacted AC Landscape Services team to request a project kick-off meeting. Need to deal with 3 teams - Landscape Services, Environment &amp; Roads</li> <li>c. Contacted 15 community groups to gauge interest. All are supportive, with only the 5 schools still to respond.</li> <li>d. Contacted The Scottish Rights of Way and Access Society [Scotways] to request a search for Rights of Way in the parish. Reply was that no Rights of Way are registered that will help us in conversations with landowners.</li> <li>e. Completed a survey of cycle lanes on main arterial routes through the town.</li> <li>f. Walked the route – 7.5 miles / 12k.</li> <li>g. Met with Alan McCue - VC of Westhill Golf Club to discuss the possibility of helping us close the only existing gap in the route. The gap is circa 200m – 300m but we need consent and assistance to erect a stile and reclaim a short section of rough ground in the NW corner of the golf club’s land. This is one of two options being considered, the other being access to a field at Berryhill Farm which leads to Hill of Keir.</li> <li>h. First promotional reference to “Westhill Orbital Path” in autumn Bulletin</li> </ol> <p><b>Project Plan</b></p> <p>We still await a project kick-off meeting with AC’s Landscape Services team to agree signpost specification and positioning of signage. A key challenge will be to identify landowners for all parcels of land on the preferred route and then obtain landowners consents.</p> <p>Gordon asked members if they knew of any contractors who could install the signposts. Cllr Mckelvie knows of a reasonably priced fencing contractor.</p> <p>Cllr Mckail advised that help with clearing paths may be able to be provided by people who are required to do unpaid work from a Community Order.</p> <p>Mervyn reiterated Gordon’s thanks to Cllr Mckail &amp; Cllr Walker for their assistance with the project. Good team co-operation has played a major part in this significant success.</p>
10	<p><b><u>Planning Matters</u></b> (Diane Priestly)</p> <p><b>Significant Applications</b> from Weekly List- nothing in past month The application for 7 houses and convenience store at Strawberry Field Rd has been changed to 6 houses plus the store. Due to be determined at the GAC meeting on 15<sup>th</sup> September.</p> <p><b><u>Local Development Plans</u></b> The WECC response to the Aberdeen City LDP was submitted before 31<sup>st</sup> August.</p> <p><b>Planning Policy</b> - Diane agreed to draft a Planning Policy, i.e. a structured approach to guide those evaluating a Planning Application, to ensure consistency over time.</p>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

11	<p><b><u>Financials/Payment authorisation requests</u></b> (Gordon Prentice)</p> <p><b>Independent Verifier vacancy:</b> Craig Miller, the candidate nominated by Cllr Mckelvie, met the specification and interviewed well and has offered his services. My recommendation to appoint was accepted by the OB's. The nomination of Craig Miller was approved.</p> <p><b>Financial Transactions in August</b>  <b>Income:</b> £862 in final settlement of Summer Bulletin advertisements.  <b>Expenditure:</b> £50 honorarium [minutes –June]  <b>Outstanding Commitments:</b> Honoraria: secretary for 3 months (£400) and minutes for 2 (£100)].  Expense claim from David, inc Xmas Tree lights refurbishment: £1,301.91.  <b>Contribution from Bulletin – Summer Issue:</b> final outcome was £1,801 on advert sales of £8,995.  <b>Bank Balances at Month End:</b> £29,016.46  - comprising: Main Account: £9,873.38    Bulletin Account: £19,143.08</p> <p><b>Available Funds:</b> Nil, after adjusting for the following specific funds:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">- Outstanding Commitments:</td> <td style="text-align: right;">£1,801.91</td> </tr> <tr> <td style="padding-left: 20px;">- Bulletin prepayments [Autumn &amp; Winter issues]:</td> <td style="text-align: right;">£10,314.00</td> </tr> <tr> <td style="padding-left: 20px;">- Litter Campaign Fund:</td> <td style="text-align: right;">£595.47</td> </tr> <tr> <td style="padding-left: 20px;">- Covid-19 Fund:</td> <td style="text-align: right;">£4,000.00</td> </tr> <tr> <td style="padding-left: 20px;">- Community Support Fund</td> <td style="text-align: right;">£3,210.00</td> </tr> <tr> <td style="padding-left: 20px;">- <b>General Reserve</b></td> <td style="text-align: right;"><b>£9,095.08</b></td> </tr> </table> <p><b>Note:</b> General Reserve of £10,000 is a notional target to cover for fixed asset replacements, unforeseen contingencies and upcoming projects, some as yet unknown.</p> <p><b>Community Support Fund Applications:</b> Last month's application from the Swimming Club has been deferred until next year and a new application has been received from the Tennis Club, to be considered next month by the sub-group of Gordon, David and, Hilary</p> <p><b>Covid-19 Fund Applications:</b> It was agreed to donate £500 to the golf club for allowing access to the community during lockdown. In the absence of further applications, we should consider repatriating to General Funds, or partially redistribute to CSF, subject to demand.</p> <p><b>Westhill Paths Grant:</b> £14,000, payable on presentation of receipts, requiring careful cash flow management over the life of the project.</p>	- Outstanding Commitments:	£1,801.91	- Bulletin prepayments [Autumn & Winter issues]:	£10,314.00	- Litter Campaign Fund:	£595.47	- Covid-19 Fund:	£4,000.00	- Community Support Fund	£3,210.00	- <b>General Reserve</b>	<b>£9,095.08</b>
- Outstanding Commitments:	£1,801.91												
- Bulletin prepayments [Autumn & Winter issues]:	£10,314.00												
- Litter Campaign Fund:	£595.47												
- Covid-19 Fund:	£4,000.00												
- Community Support Fund	£3,210.00												
- <b>General Reserve</b>	<b>£9,095.08</b>												
12	<p><b><u>Phoenix Fund Project</u></b></p> <p>Mervyn, David &amp; Iris had meeting with Ben Horsburgh (shopping centre manager) on Tuesday. Ben will speak to the shops to get their support and draft the application form that has to be submitted to Council by 30<sup>th</sup> September. Next meeting 22<sup>nd</sup> September</p>												
13	<p><b><u>Hanging Basket/Planting scheme - Policy 2021?</u></b></p> <p>Mervyn sent email on 3<sup>rd</sup> September. He has got some suggestions as to what could be done differently in 2021 and asked members for their suggestions. Mervyn's email included a possible planting scheme for the Holiday Inn roundabout area. 6 members have indicated an interest in being involved</p> <p><b>Westhill in Bloom</b></p> <p>David reminded members that the normal Westhill in Bloom competition was replaced by a photo competition. 8 residents sent photos of their gardens. The office bearers chose the best 6 for putting in Autumn Bulletin and the best 3 got a £20 gift voucher. Approval was given for the £60 spend. Also</p>												

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

	<p>agreed that the normal Westhill in Bloom competition could go ahead in future. Can maybe ask the schools if they wish to participate.</p> <p><b>Green space on Wellgrove Rd</b> Resident Edward Pirie has asked if this area can be converted into allotments or similar as it is under-used. It is protected open space. General view is that it would not be suitable for allotments as it is too near residential areas. Cllr Mckail will check with Council officers if the area could be developed.</p>
14	<p><b><u>Help for Older People (afternoon teas etc.) – update on current situation</u></b> David advised that the Westhill Community Resilience Support Group (WCRSG) are planning the 2<sup>nd</sup> phase of delivering gifts to older people. This time the gifts will go to residents of Blackhills Court, Pitcairn Lodge Nursing home and other elderly residents who didn't get an afternoon tea at 1st phase. David emailed WECC members on 9<sup>th</sup> September to ask if they knew of any neighbours who would appreciate a gift. The next (WCRSG) meeting on 17<sup>th</sup> September will decide what the gift will be and estimate the number of people to get one.</p>
15	<p><b><u>Sculpture Improvement works</u></b> Mervyn confirmed an application has been made to the Garioch Area Initiatives Fund for up to £5000 match funding for the sculpture works as detailed in August WECC minutes. The grant is recommended for approval at the GAC meeting on 15<sup>th</sup> September, so we should be able to arrange to get the work done before end of this year.</p>
16	<p><b><u>Ward 13 Councillors Updates</u></b> <b>Cllr Mckelvie's</b> circulated report highlighted that when the Council started grass cutting the waste was not removed. The waste has recently been removed from Denman Park and the school fields. The Council funding deficit may mean a reduction in landscaping services.</p> <p><b>Cllr Walker's</b> circulated report highlighted how vulnerable people were being supported via data-sharing by Community Planning Partners (Police, social work, SFRS, etc.)</p> <p>There is some areas in Westhill that have been earmarked for biodiversity (wildflowers etc.) See <a href="https://committees.aberdeenshire.gov.uk/committees.aspx?commid=6&amp;meetid=19581">https://committees.aberdeenshire.gov.uk/committees.aspx?commid=6&amp;meetid=19581</a> Iris will find out if residents are going to be consulted on this. Mervyn commented that this scheme should fit in well with our aspiration for more wild flower areas to support bees and butterflies.</p> <p><b>A2B bus service</b> The A2B service remains unchanged (unavailable) until the Clean Sheet Review. The member/officer working group meet again at end of September to discuss options</p> <p><b>Cllr Mckail</b> asked what WECC had in mind regarding helping with Mental Health Issues/Isolation during lockdown. Mervyn replied that with our limited resources all we could reasonably do was direct people to the Hub and we are assisting in the gifts project. Mervyn may put the subject on Agenda for October meeting.</p> <p>The A2B service is still running in Central Buchan because it caters for key workers to get to their work.</p>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

	<p>There has been a long-term issue with lorries being parked at the lay-by on Peregrine road that people going to Carnie Woods wish to use. Problem is it is not illegal for the lorries to park there. Perhaps a `polite notice` to ask the large lorries to stop parking there could be put up. WECC could consider sponsoring it. General opinion was that the sign would not be effective but this can be given further consideration.</p>
<p><b>17</b></p>	<p>Before closing the meeting Mervyn mentioned he had been in touch with Alison Cumming re our vacancy. We can co-opt a new member so members were asked if they knew of anyone who may wish to join. Mervyn has been contacted by Mr Giancarlo Pia with an interest in joining.</p> <p><b><u>Date of Next Meeting-</u></b> 15<sup>th</sup> October, 7pm via Zoom. (This is one week later than normal due to Mervyn being away in 2<sup>nd</sup> week of October) The AGM will be put back to 12<sup>th</sup> November as we may be able to use Holiday Inn then.</p>

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)



### APPENDIX

#### GARIOCH COMMUNITY POLICING TEAM VISIBLE, ACCESSIBLE AND EFFECTIVE

**Community Council: Westhill and Elrick**  
**Reporting Period: August 2020**  
**Previous Reporting Period: July**

**Current Policing Priorities:** Our current priorities have been geared towards the current situation in relation to coronavirus.

Community Reassurance:

People: Hi-Vis patrols in order to maintain public confidence and protecting people through Engage, Educate and Encourage.

Property: In line with the above to ensure the security of property.

These will likely change in due course and fall back to more traditional priorities based on crime patterns and community need.

**Crime Overview and Explanation:**

CRIME TYPE	CURRENT PERIOD	PREVIOUS PERIOD
Assault	2	1
House Breaking	0	1
Public Nuisance	11	15
Road Traffic	6	6
Drugs	1	1

*Assault – Includes all recorded instances of violence.*

*Housebreaking – includes all break in's to domestic and commercial premises, including attempted break in's.*

*Public Nuisance – All youth annoyance and calls in relation to anti-social behaviour.*

*Road Traffic – all calls in relation to Road Traffic Offences (speeding, illegal parking, obstruction etc.).*

*Drugs – all reports incidents in relation to drugs dealing and use.*

**Assault** – 2 – both relate to neighbour disputes

**HB** – 0.

**Public Nuisance** – 12 these range from youth calls to drunk adults and noisy parties the latter as lock down eases and groups gather in larger numbers we are seeing an increase

**Road Traffic** – 1 x No insurance vehicle seized and 5 RTCs (one disqualified driver under influence)

**Drugs** – One incident police stop based on intelligence from public

## APPROVED MINUTES OF THE MEETING HELD ON THURSDAY, 10 SEPTEMBER 2020 (VIA ZOOM)

### **Significant crime/issues within your community:**

As can be seen from the figures the main thrust of calls to police is public nuisance which hovers around the same sort of monthly figure. What we are seeing is an increase in noisy parties and in view of this type of incident increasing nationally and impacting upon public health new measures brought in by the Executive on 28 August preclude 'house parties with more than 16 people from more than one household. Police have been given powers to force entry (owners cost) to break up these gatherings.

We must also consider the groups of youths going around out with school. At school they are in 'group bubbles' and we have seen a lot of hard work by school staff to provide an enhanced safe school environment. However, we would stress to parents that they must also assist in this matter and endeavour to ensure that social distancing out of school by their teenagers is adhered to which, hopefully, will preclude spikes at schools and in the home and community environments.

With regard to Road Policing throughout Garioch both Road Policing Units and CPT units have been stopping vehicles and, there have been a number of drivers arrested who have tested positive for controlled drugs. I am qualified to carry out this road side drug test, as only Roads Policing Officers or, officers having served in road policing are qualified to carry out the test. In the last 5 weeks when on shift, my local units have requested my attendance on 5 occasions and each time we have obtained a positive result, either for Cannabis or Cocaine and in one instance both.

### **Planned Community Policing Activity/Advice:**

Our local policing priorities remain robust policing to preclude and deter violent crime, Licensing to ensure we maintain a good record in deterring violent crime as invariably intoxication is the main catalyst for violent crime outside the domestic environment. This Licensing activity is also to help licensees with their commitment to COVID guidelines to reduce the risk to public health. The final strand is drugs and the gathering of intelligence from all sources, public, proactive policing etc.

### **Conclusion:**

All in all there has been a small decrease in nuisance calls possibly due to an uplift last month due to the excitement of lockdown easing by some members of the community. Road Traffic incidents will probably be maintained at or around the same level.

In answer to the Community Councils query regarding Mental Health lockdown from last report I have reported back to the secretary but here is my response:-

These are genuine Mental Health issues where 'face to face' contact with Mental Health Social Workers and Community Psychiatric Nurses has reduced. We attend all such calls and link in with GMeds, (so stay with folk up to two hours until assessed over the telephone by GMeds Doctor). Once assessed and deemed fit to be left alone we stand down and submit a VPD (Vulnerable Person Database) form for sharing with GPs, Social Workers and all other relevant support agencies through our Concern Hub. Where further examination is needed we stay until a GMeds Doctor arrives then follow the same VPD protocol.

We get very few calls regarding fear about Coronavirus as such, it really is folk with pre-existing conditions where lockdown exacerbated their feelings of loneliness leading to potential self-harm attempts.