



## The Royal Burgh of Pittenweem and District Community Council

Chair: K Horsburgh, Vice Chair: W Hughes, Secretary: J Taylor  
Treasurer: D Stutchfield, Minute Secretary: M Wardlaw

### The Royal Burgh of Pittenweem & District Community Council

Monday 8<sup>th</sup> December 2014

#### Inaugural Meeting in New Town Hall at 7.00 PM

**Acting temporary Chair,** Jim Taylor called the meeting to order at 7-15pm and welcomed all present.

- **Present:**
- Fife Council: Cllr D. MacGregor
- Community Council: M. Wardlaw, W. Hughes and J. Taylor
- Christine McCallum and Helen Coggle as candidates to join this council, K. Horsburgh as candidate and outgoing secretary and D. Stutchfield as the outgoing Treasurer to give reports if required.
- Members of the public: one
- Apologies: Cllr John Docherty, Brian Ortmann and John Bowman.

#### Opening of Meeting:

- **JT** the Temp. Chair opened the meeting by thanking the out-going members for their time given and effort applied whilst in office and by welcoming the newly elected members.
- He explained that by population figure ratios there could have been ten full Community Council members in all, but only M. Wardlaw, W. Hughes, B. Ortmann, J. Bowman and himself applied and were automatically elected on the 13<sup>th</sup> Nov. 2014 to form the new PCC on the 8<sup>th</sup> December 2014 and to hold a meeting to elect a committee. He explained that although two members were absent the meeting could still proceed with a quorum of three.
- He went on to say that in order to increase the chance of getting volunteers for roles, we had to consider splitting the Secretarial role into General Secretary who would be the Fife Council E-Mail contact and the traditional Minutes Secretary. The Treasurer should also take back some of the traditional tasks of that role.
- He explained the first agenda task was to propose the election of office bearers, but before he could do that he would have to increase the number of members available for office by asking the present members for their permission to allow the three named candidates to join the table now.
- There were no objections: C. McCallum, H. Coggle and K. Horsburgh were invited to join the present members and on agreeing were then welcomed as new Community Councillors.

#### Election of New Chairperson

- With sufficient members present to proceed **JT** went on to explain that it appeared that only a person present could be elected for office at an inaugural meeting and so he proposed Ken Horsburgh as the new Chairperson, M. Wardlaw seconded the proposal and **KH** was asked if he accepted the role.
- After **KH's** acceptance **JT** said he would stand down as temporary Chair and requested the new Chairperson **KH** to continue with the meeting.
- **KH** agreed and took over as chairperson for the rest of the meeting.

### Election of other Office Bearers:

- **Vice Chair:** Billy Hughes
- **Treasurer:** Because of a problem with bank signatures, D. Stutchfield was offered and accepted the invitation to be a temporary Treasurer for a month until the problem was sorted out.
- **Secretary:** Role split – Margaret Wardlaw to be Minute Secretary, Jim Taylor to be Fife Council contact secretary.

### KH started his new role as Chair

- saying that it will not just be the secretary's role that should be shared, the work load should be spread a bit more evenly between members. Everybody should be given a specific one-off task now and again, such as Arts Festival, Town Hall or East Neuk Joint Forum rep.
- We also need someone to be responsible for the notice boards, checking out road surface conditions, lamp-post faults and generally the overall appearance of Pittenweem.
- To date these problems were noted and reported by the chairperson and secretary.
- He has accepted that those members who are still in full time employment will be excused and this was met by a general agreement.

### Adoption of Previous Minutes

- **Proposed:** M. Wardlaw                      **Seconded:** J. Taylor

### Cross border committee representation and tasks within Pittenweem and the East Neuk.

- **New Town Hall Committee**
- **Arts Festival Liaison Group**
- **Pict (including fund raising committee)**
- **Pittenweem in Bloom**
- Helen Coggle gave a short report on tasks/actions and spending, saying how much roughly had been spent in this financial year, detailing where it went and to a question of amounts owing answered that an outstanding flower bill was due to be settled with the funds raised by the sale of calendars and a Floral arranging Demonstration. They are also awaiting word of monetary help arranged by Clir Riches and Fiona Mitchell.
- **HC** asked **KH** to take a look at recent grant applications by **PIB**.
- **East Neuk and Landward Joint Forum:** Nothing to update.
- **Common Good Fund representation:** The audited accounts have now been submitted to support our grant application for £4410 for new notice boards and will be placed before committee on 21/01/2015.
- **Website Maintenance** (DS says he is prepared to continue to fund web site)
- **Notice board Maintenance**
- **KH** agreed to be the main contact point for Pittenweem Common Good Fund.
- **Any others.**

### **Matters Arising and Outstanding Actions.**

- **HC** mentioned the lack of flowers in tubs outside the Pittenweem Inn had been drawn to their attention by the judges this year. **MW** agreed to contact the owners of the PI to discuss problem.
- **MW** agreed to speak to the Headmistress regarding gate into school playing field from CCChurch. Also to check out position re Karen Patrick

### **Councillors report**

- Clir D. MacGregor mentioned that the planning for flue extension for the CCC would not be heard on 10<sup>th</sup> December but would be carried over into 2015.
- **Clir D McG** had copied **KH** in recommending that the proposed housing development at Maw Dubs has its status changed to be supported.
- The planning application for three new power sockets had been submitted and feedback is awaited.
- Nicholas Williamson of Fife Council has advised that the repair work required to the breakwater at 'the little roaddie' is the responsibility of the Common Good Fund. **KH** to write to Andrew Ferguson in this regard.

### **Planning Report**

- **JT** reported that in Planning Period 11<sup>th</sup> Nov 2014 to 18<sup>th</sup> Dec 2014 there were eight update notifications.
- **Passed were:**
- **15 Sandycraig Road** – Permitted – Work now commenced.

- **21 West Shore** – prune tree – Application Permitted – 01/12/2014 no conditions
- **2 St Adrians Road** – Application Permitted – 01/12/2014 with conditions – style/colour of slate vents.
- **Traquair's 5 Market Place**- entered as two parts – change of use of part of shop to domestic building, listed building consent to alterations to other parts of dwelling. Change of use permitted – 4/12/2014 Listed Building alterations – Permitted with Conditions – 4/12/2014 – re-window style – no roof garden, and receiving written version of approval by Historic Scotland.
- **Still Pending Consideration:**
- **9 Charles Street** entered 12/11/2014 – Single storey extension to rear of house.
- **21 Session Street** We received confirmation on 19/12/2014 that Comments were submitted at 12.45am on 18/11/2014 on behalf of PCC ref Flue Application for 21 Session Street.
- **Finally:**
- **4 Mid Shore (Gerrards)** Application entered 12/11/2014 in two parts:
- Alterations and change of use from shop (Class 1) to form a restaurant (Class 3) with ancillary offices with flatted dwelling above.
- Listed Building consent for internal and external alterations including installation of a balcony, rear dormer, rear staircase, extractor vent and roof lights/windows.
- **Note Status of this application is : Still Pending Consideration**
- **JT** commented that there is local concern regarding this application in that the demolition work has already been completed and that he had seen no updates since last contact noted on 24/11/2014

#### Outgoing Treasurer's Report

- **1) There is still an ongoing problem re** signatories for the bank account in that the mandate appears to have been lost. **KH** to get new mandate from the bank to advise them of changes in the office bearers .
- **2) KH** has already circulated the Audited Accounts to 31/03/2014 that he had received from **DS** during the month to previous Community Councillors. The Audited Accounts can be summarised as follows: income for the year was £601.91 against which expenditure was £589.00 resulting in a surplus for the year of £12.91. With a surplus carried forward from 2013, the bank balance at year end was £882.70 and petty cash held being £21.71.
- **3) Since 1/04/2014** there has been £10359.43 deposited which includes a £5,000 payment from Fife Council which was made earlier this year for the play park equipment that we have yet to finalise. There has been withdrawals of £4981.90 includes all cheques up to date, leaving a total of £6260.20
- **4) If you wish to spend all of the maintenance grant for this year,** there is £377.53 available (Fife council suggests a minimum of 80% is spent which equates to a spend of at least £260)

#### Outgoing Secretary's Report

- **KH** advised that to assist with the continuity he would look to follow through any outstanding projects.
- **He** would circulate the declaration forms that Fife Council require completing for the New Community Councillors taking up office at the start of the new term.
- **He** would look to draft up a list of new Community Councillors for the public notice board.
- **He** suggested that we adopt a standard agenda format which was broadly agreed by those present.

#### Pittenweem C.C. Fund Raising Report

- Cash in Hand £111.07
- Bank amount of £4137.52 this does not tie up with statement, will see what is on this next statement
- Donation of £116.30 to be sent to Rachel House but some more monies waiting to be added to it.
- Have contacted R.B.Grant explaining the problem with planning and they are happy to keep order open.
- It was noted that the account would be kept open since the lights etc were still to be paid for and also there is the possibility that more events could be arranged in the future if funds were required.
- It was noted that **PICT** would not be acting as a fund raising committee for PCC .

#### A.O.C.B.

- **JT** Complaint by residents around Waggon Road and Priory Court about the loss of Greenery. Before and after pictures are available, but it appears the Chargehand of the F.C. Parks team has the authority to decide what may be cut down whilst the public must apply for permission.
- **MW** a householder from University Terr. Complained about poor lighting on a pathway leading from High Street through to the bottom end of the Terrace.
- **MW** reported that a potential break in had taken place on the Friday evening 21<sup>st</sup> Nov before the Farmers Market, police called in and discussion on improving a more secure hall was agreed.

- **MW** noted a pothole on Anstruther road coming into Pittenweem Clir McG was going to check on this.
- **Close of meeting (9pm) and date of next meeting (12<sup>th</sup> January 2015)**

**M Wardlaw, Secretary**