

## Udny Community Council Meeting

17<sup>th</sup> May 2023

Venue – The Meden Centre, Pitmedden

### **Present:**

Mike MacDonald (MM) - Interim Chair, Claire Woodward (CW) - Interim Secretary, Matt Kaye (MK) – Treasurer, Gina Noble (GN) – Interim Vice Chair (Scribe), Gary Bruce (GB), Phil Coventry (PC), Sue Heberton (SH).

### **Non UCC Visitors:**

Vikki Jannetta (VJ) – UCT, Tracy Gibb (TG) – Café 48/UCT, Emma Gibb – Head Teacher Udny Green primary, Martin Warrior (public), Helen Docherty (public).

### **Apologies**

George Duncan (GD), Councillor Ritchie.

MINUTES	ACTION	DUE/STATUS
<p>MM opened and welcomed members of the public in attendance.</p> <p><b><u>Approval of Previous minutes.</u></b></p> <p>GN highlighted two points of correction:</p> <p>Point 1 - Page 4 - <i>'UCT has a hall community meeting with David Murry next Thursday (27/04/23) to discuss'</i>. This Should say, <i>'PAT (Pitmedden Amenities Trust), not UCT'</i>.</p> <p>Point 2 – Page 7 – <i>'PC advised URG have received new terms and conditions for a previously approved grant from UCT. PC advised they had already signed the original T&amp;C's, and had not been advised as to why they were receiving revised T&amp;C's, so he wanted to confirm there are no issues? No notable reason was given for UCT issuing revised T&amp;C's'</i>.</p> <p>UCC received information last night from the Chair of UCTC, which was read out: This statement is incorrect in that no new terms and conditions have been issued. The terms and conditions stated in the <i>"Offer of Udny</i></p>		

*Community Fund Grant Letter*” dated 22/2/23 contains 7 specific conditions and this was duly signed by CD and MM.

**These terms and conditions have not changed.**

The only document pertaining to this grant, we have changed was the “*Udny Community Fund Grant Claim Form*” as there was an erroneous figure inserted in “the total amount being claimed” field and this document does not contain the details of any specific conditions.

Conclusion:

- As with point 1. above, the draft minutes can be amended, and the incorrect statement changed/removed.
- The email from the Chair of UCTC has highlighted a communication glitch that is easily rectified. If, when dealing with funding applications, any member of UCC, or any member of a subgroup of UCC (for example URG) should contact the source of the funding directly with any queries. In this instance URG, should contacted UCTC directly with their query, not MK as the treasurer of UCC.

**Apologies.**

See Above.

**Non UCC Visitors**

Emma Gibb, head teacher of Udny Green Primary would like to be included in monthly invites and will attend when she is able.

**Police Report.**

Non in attendance. It was confirmed by CW that they would be attending every second month.

There was little to note within the Police Report regarding the Udny area. We will have a police presence at our next meeting for a further update.

**Treasurers report.**

UCC end of month current account balance was £1,675, of which £648 is reserved for Udney Green, £585 is reserved for the bench (Amenities grant) and £32 is reserved for URG funds. This leaves £470, which in the absence of receiving this current year's admin grant, would be spent on the Secretary's honorarium. However, we expect to receive this year's admin grant of around £650 following submissions of last years accounts, approved by the UCC committee and the draft minutes of the forthcoming AGM.

Last year we received £775 from the Amenities Grant, which included an additional sum on account of the cancellation of the village in bloom competition. Aberdeenshire council (Oliver Deeming) have agreed to purchase a bench from Glasdon for us and charge us the net sum of £585 so that we can make our grant go further. However, MK has not received any response to several enquiry emails sent to Oliver Deeming. This means the last communication was a phone call in April. During this call it was established that Aberdeenshire council would purchase the bench immediately and invoice UCC for the £585 – UCC still waiting to hear on progress and invoice. MK will try and contact Oliver Deeming again for an update. The remained of last years Amenities grant was donated to the 1<sup>st</sup> Daviot-Oldmeldrum Scouts for their excellent work on another Pitmedden litter pick at the end of March, prior to Spring vegetation concealing litter.

MK will contact Claire Young with the above report.

CW gave confirmation UCC are to be awarded the £775, Improvements to the Amenity of Towns and Villages for the benefit of all - 2023/2024 grant again this year. The purpose of the fund is to encourage on-going works rather than one-off specific projects and we require to submit a proposal of how funds will be used to the Area Office prior to 30<sup>th</sup> June. Please consider ideas for how to use these funds and this can be discussed at the next meeting on 21<sup>st</sup> June – GN to put on agenda with a view to submitting a proposal by the relevant date.

A report on how funds have been used will need to also be submitted by end of January 2024 – This is a confirmed action by MK above.

MK

On Going

MK

ASAP

GN & CW

ASAP

<p>CW to forward on relevant information for members to consider prior to the next meeting.</p>	<p>CW</p>	<p>ASAP</p>
<p>MM asked if we get a list of what's available to be applied for? CW has details of this and will send on.</p>	<p>CW</p>	<p>ASAP</p>
<p>Spending for next year needs discussing. GN to put on the agenda for next meeting.</p>	<p>GN</p>	<p>ASAP</p>
<p>End of year finances will be submitted by Matt to the accountant.</p>		
<p><b><u>Declaration of members Interest.</u></b></p>		
<p>None.</p>		
<p><b><u>Items carried over from last meeting:</u></b></p>		
<p><u>OP2 planning and Claymore homes consultation of the 20<sup>th</sup> of April 2023 update.</u></p>		
<p>CW and MM were in attendance for this event. Lots of questions and slides showing varying areas i.e., house types etc. CW engaged to try and set up a meeting regarding the master plan. An email has been received and once approved will be posted to the UCC web page. There was some confusion over the community hub area. Details sent out have been confusing and updates not always clear. Paul Macari said separate applications for the community hub will be put in. But neither development company plan on building a community hub.</p>		
<p>TG mentioned that David Murry is going to put a plan in for a public hall, so at least something is in. CW asked if these plans could be shared with UCC?</p>		
<p>Claymore did email CW for a visit, but the timing of the communication was difficult. Responses to suggested dates were delayed which unfortunately meant their response came in after our given deadline, so UCC was unable to allow attendance for this meeting. However, CW has emailed and given more suggested dates for them to attend a UCC meeting. 24<sup>th</sup> of May or 7<sup>th</sup> of June. The Medan centre is already booked for the 7<sup>th</sup> of June, so this could be a good date to have the meeting. It needs to be made clear this should be a public meeting.</p>		

SH enquired if the OP2 planning is with Claymore homes?  
CW explained the area and that a letter has been sent to Claymore showing all public responses UCC have received.

If there are elections on the 7<sup>th</sup>, then it may be too tight a window for a meeting as well. Nominations end on the 31<sup>st</sup>, so if elections happen, we'll have 7 days to inform the public that the 7<sup>th</sup> is not viable.

The hall is booked from 5pm till 9pm. TG suggested possibly shifting the timings, so elections and a meeting can go ahead on the same date.

West Coullie Croft update.

Still wating to hear of any update. CW will contact the council to enquire.

Liability insurance update.

MM explained all costs can be put together next week and then sent to Zurich.

Only thing that wouldn't be covered would be 'a driver pulling the trailer with the generator'. This would be covered by the driver's own insurance.

GB asked if that would mean cover will be third party or fully comp? He asked if URG are going to check which is the case? MM said he will check with Zurich Insurance.

PC explained from the 1<sup>st</sup> of June anyone can drive a trailer. URG have put training in place so any volunteer pulling the trailer will be competent to do so.

UCC Domain name update.

MK needs to discuss this with the previous secretary, but he is still away.

CW updated the general running of the website is going well. No photos yet but this is something that would be good to show the public whose who. Hopefully makes us more approachable.

CW can go on and easily update the site.

CW

ASAP

MM

ASAP

<p>A decision does need to be made soon so we can move this forward.</p>		
<p>GN to put this point on the agenda for the June meeting.</p>	GN	ASAP
<p>Costings to be looked at so we can have a good conversation at the next meeting MK will investigate costings – GN to put on the agenda.</p>	MK & GN	ASAP
<p><u>Bus stop relocation update and Pedestrian Crossing.</u></p>		
<p>MM explained the bus stop is used by approximately 4 people per day.</p>		
<p>The plans for the new ramp leading up to the church will mean the bus stop could not stay in its current position. Our understanding is the work at the church must go ahead for two reasons. Firstly, the wall is crumbling and needs fixing, plus the ramp will offer accessible access to the church. To our knowledge all of this is being sorted by the Church of Scotland.</p>		
<p>Could we find out a timeline for this work? Possibly going to affect the zebra crossing. CW asked if the bus stop issue should be added to planning?</p>		
<p>The bus stop was temporarily moved for approximately 5 weeks previously. Were there any issues when it was in its temporary position? CW to check into how we can find this out.</p>	CW	On going.
<p>It's easy to get information about this onto the UCC FB page. CW asked if a notice could go up at the Medan centre café? UCTC representatives at the meeting confirmed this is possible and mentioned two upcoming dates which will enable the notice to be seen. 4<sup>th</sup> of June – Swap Shop, and 1<sup>st</sup> of July – Sumer Fayre. Opportunity for notices to go up and possibly UCC to hand out leaflets at these events.</p>		
<p>CW to email details to UCTC for them to also show to the walking group.</p>	CW	ASAP
<p>CW to chat with PC regarding details for ordering leaflets/flyers.</p>	CW & PC	ASAP
<p>CW has seen an advert for a board depicting a cartoon figure of a child. This is affective for crossings and road</p>		

safety etc but there is concern they may get vandalised, like the PC boards did.

MM asked if an action group could be created to deal with this? CW explained this takes a lot of work to sort, so yes, an action group would be beneficial to keeping this going.

Miss Gibb asked if there is any police presence? It was mentioned that 2 months ago the police did come out, accompanied by Councillor Richie, to run speed traps but there has been no presence since.

Miss Gibb mentioned they (Udny Primary) have been advising parents who experience near misses with cars, to report these incidents to the police.

Unfortunately, if there is no 'proof' of an incident its hard for the police to action any complaints or reports of incidents.

We could, via the pedestrian crossing posts, encourage the public to report any incidents to the police.

MM has the name of the local community officer. Enquiry if UCC could contact them to see if a local project could be organised with the and school children?

MM to email everyone about an action group and spearhead organising this.

Speed Watch Update.

CW has made all information more Udny based and will be putting this out via Pittmedden News.

Looking to get two posters in the Pittmedden news next time.

UCTC can share UCC FB posts and asked for a list of things we need sharing.

Member of public present at the meeting enquired if the Co Op would be helpful in putting posts up in there?

UCTC will share contact details of the person who deals with this, with CW.

MM

ASAP

UCTC/CW

ASAP

Developer Obligations.

CW, MM and GB currently work on this, but they could do with update from others.

We also need to engage with the public on this and go through 'Imagine Udney'. See if this is a good starting point?

UCA to link/work with PAT and move this forward. Teaming up is the best way forward.

UCA Update.

**Swap Shop**

Next Swap taking place on Sunday 4 June. Last swap 200 people attended, thanks for reducing / reusing.

**Kids Reuse Competition**

Thanks for 50+ entries, all prizes will be handed out this week.

**Tree Planting**

Lots of tree planting has taken place within the village. UCA work with the Woodland Trust and landowners to identify pockets of land where trees can be planted. Get in touch with UCA if you know of any landowners or pockets of land trees can be planted on. [climate\\_action\\_admin@udny.org](mailto:climate_action_admin@udny.org)

**Raising our Game**

Held our event end March, we are developing a local community action plan to fight climate change.

**Next Meeting**

Our next meeting takes place Monday 29 May, The Medan Centre, Quarry Room at 7.30pm. Everyone welcome, contact [climate\\_action\\_admin@udny.org](mailto:climate_action_admin@udny.org) if you'd like to attend.

URG Update.

Flooding.

Signage added to the front of the 10ft container located in Pitmedden South Car Park. Aberdeenshire Council still working through identifying a new provider for sandbags with the expectation of receiving a delivery in Q2.

Power.

Single Phase Generator, G-801 has arrived and outstanding balance has been paid. Awaiting covers and



security devices before moving to Udney Caravan Storage where it will be kept free of charge.

COI identified with incumbent Power Generation Lead who will continue in a volunteer capacity. Ben Emslie has agreed to take on the Delivery Lead role.

G-802 ordered and delivery due within next fortnight ready for testing and commissioning of the Pitmedden Hall C/O switch.

Reception Centres & Welfare.

Changeover switches commissioning to begin imminently. Working with Alan Tewnton to plan an exercise at the Udney Green Hall in Summer to strength test our processes and expectation response. Details to follow.

Logistics.

2 x UHF Radios procured have been tested and meet the requirements for intra-team communication and short / medium distance inter-team communication. Further sets now to be procured through Q2.

First batch of PPE has arrived and meets requirements. Harsh weather, reflective PPE now being sourced through established suppliers.

Community / Partner Engagement.

8th May public event at The Medan Centre was well received by the community with a wide variety of equipment and grab bag examples on show. Leaflets and FOC safety sticks provided as a "first for the grab bag". Great engagement with Richard Thomson MP and materials / follow up engagement ongoing.

Have been in discussion with Tarves Hall following a request for information on generator suppliers and auxiliary setup for their static generator. Further engagement and partnering agreed and will continue into the foreseeable future.

Further meetings with SSEN on funding opportunities and contact made Scottish Flood Forum.

SSEN and Aberdeenshire Resilience Forum funding opportunities being worked up for further PPE and volunteer training requirements.

Admin / Management

UCTC grant claim being put together for changeover installation and commissioning to be paid straight to Newmech.

Invoice for G-802 from Newmech imminent and will request UCTC to Newmech pay directly.

Status update for Udney Community Council – May 2023

Draft: For Comment.

Competency and Training Matrix created for approval by management team.

Communications Pack revised for use with external agencies and partners.

Action tracker created to monitor outstanding actions and identify where support is required.

Aberdeenshire Resilience Meeting being held on the 24th of May – MM and PC will both attend on behalf of UCC & URG.

Insurance details with Zurich finalised to ensure adequate public liability and contents cover provided.

Monthly Lookahead.

Operations.

Commissioning of the changeover switches at Whiterashes and Udney Green following delivery of the Single-Phase Generator (G-801).

Community Resilience Plan – First draft to be completed by the mid-June for review by URG and UCC Members before distribution amongst community and Aberdeenshire Council.

Follow up on chainsaw operator courses with Ringlink in collaboration with Udney Paths Group – four volunteers identified for training.

Induction pack to be finalised, approved by management team, and circulated to first volunteers.

Pre-Incident Plans (PIPs) to be written and approved by management team.

MM & PC

24<sup>th</sup> of May.

Outstanding Actions

PC – On Gary’s question from the April update, both G-801 and G-802 are fitted with acoustic covers which limits external noise exposure to between 60 & 75 dB. This equates in real terms to the noise emitted from a washing machine at 1 meter. Residents around Udney Green’s village green have been engaged and are aware of the alternative power scheme.

PC – Written agreements for use of rest centres so we have an auditable trail and solidify our position as part of the Community Resilience Plan.

PC - Thanks to Graham Stott for organising signage that is now in place on the sandbag storage container, situated in the Pitmedden South car park.

Over the last couple of days MM has had calls from a range of other community councils (Tarves etc), asking about URG and how they can set this up in their community.

SH asked where the idea originated from? MM explained this is a scheme started by the Scottish Government.

New Items.

Declarations of Interest etc.

MM asked if a) and b) of New Items could be moved to after h)? This was agreed.

URG logo and UCC logos.

CW enquired if we could get our (UCC) logo sorted. PC has been making enquiries but nothing back yet. However, things are coming together for URG. PC obtained 50 posters and 200 leaflets for £90. Something like this could be done for UCC?

It's important to have one vision, one script for all UCC to stand behind and be able to use at all events. Good for UCC to have a consistent message etc to work from.

CW to send PC the options of logos she has on file.

CW

ASAP

<p>GN to put this on the agenda for the first meeting after the agenda.</p> <p><u>Website.</u></p> <p>MK had previously agreed to maintain/help maintain the UCC website (together with previous secretaries' input) and is currently waiting for CD to return from holiday before organising a preliminary meeting between him, CW (current interim Sec) and CD (previous Sec). This meeting is to facilitate a review of UCC needs moving forward for the website and discuss the current domain name udney.org.uk, which was registered several years ago. Following this review meeting, another meeting will be organised with Gail Henderson of DeV4 online ltd who designed and managed our website the domain name udney.online (this was their choice of domain name, despite UCC already having registered udney.org.uk). Currently we pay for just the domain name hosting but moving forwards we need to review how we can best manage our website, and what costs, if any, might be incurred.</p>	GN	ASAP
<p>MK to speak with previous secretary and Gale Henderson and arrange meeting with them and CW to sort.</p>	MK/CW	ASAP
<p><u>Facebook update.</u></p> <p>Posting is happening more regularly, and updates shared to community pages as well. CW has also created a social media calendar so spots can be scheduled. If any of us has ideas for posts, please let CW know and send details so she can get these posted. Please also give an idea of when you would like them posted.</p>		
<p>CW will share the calendar.</p>	CW	ASAP
<p>PC requested GN put a point on the agenda for the next meeting following the AGM – Monthly posts, introduce a councillor etc.</p>	GN	ASAP
<p><u>Pedestrian signs between Pitmedden Gardens and the Udney Castle ground.</u></p>		
<p>CW is in talks with Ann Buchan for suitable areas for this.</p>	CW	On Going

Local Place Plans - online event and report.

2<sup>nd</sup> and 3<sup>rd</sup> of May there was a local Place Plan event. It was digestible but complex. There was a good hand out received, which CW will pass out to everyone for feedback.

The next Local Development Plan is due for 2027/2028 They'll be three new points when the public can engage with councils regarding areas of ground.

This happened with OP3 but by the time it was published to the public, it seemed to basically be approved already. It would be great if the public can have more time for this one.

Update from Formartine Community Council Forum that took place on 10<sup>th</sup> of May.

CW fed back on what she had heard at the event. Mark Chapman has talked positively about URG and the good work going on. CW gave them a general update of what UCC are doing.

The hybrid meetings are going to come into their own in the future.

CW will be attending the next meeting in August and if anyone else is free, please feel free to attend as well.

Declarations of Interest.

MM requested this be moved again to the end of the meeting and only community councillors to be present. Remove public from meeting. CW pointed out this is all published publicly anyway, and SH suggested it had been moved once, we should now get on with the point.

CW explained this point has been put on the agenda following emails that were sent between office bearers. This has led CW, as interim secretary, and GN, as interim vice chair, to seek advice from EB, our UCC area manager.

This advice has come off the back of an email received since our April UCC meeting, again between office bearers. Referring to an assertion that there is intended to be an integration of UCT and UCC. The email suggested there

have been concerns that UCT are increasingly encroaching, or trying to become, more involved in UCC business.

This point had also been raised during the March office bearers meeting, and essentially relates to an assertion of a conflict of interest between the treasurer of UCC being a director of UCTC.

We had thought this had previously been dealt with during our March office bearers meeting but unfortunately, because the issue has been raised again, in a more official capacity by the interim chair requesting input from the interim secretary, we are now at this point.

Concern has been raised about a perceived lack of transparency and we want to ensure that this is not the case. There is no conflict about people being on both UCC and UCTC, we can continue to use the Medan centre and there is a declarations process. Similarly, UCC meetings are open to the public so UCTC can attend.

We are a separate body with elected members, and councillors attending. We make our own decisions, we meet monthly, and our meetings are open to the public. On the point regarding us (UCC) using the Medan centre for our meetings, it was made clear in the March addition of the Pitmedden news publication, that UCTC provided us with meeting space, free of charge, for the benefit of the community. We have completed a booking form in November 2022, which sets out the Ts and Cs of our booking. There is no conflict with us having our meetings at the Medan centre, and we also do not require to pay for the use of these facilities.

Furthermore, there is also no conflict in the treasurer of UCC, being a director of UCTC, and being a director of the Turbine company. From looking at meeting minutes, they have never answered any queries within UCC meetings, that would constitute a conflict.

CW, as interim secretary, has been advised the UCC treasurer does not necessarily need to declare his interest unless there is an item on the agenda which requires a decision to be made. Though he may choose to make a statement for transparency to ensure that any member of the public in attendance is aware of his multiple roles in the

community. This would apply to any Community Council member.

CW has also been advised by our area manager, that we already use best practice by having our declarations of interest in every agenda. However, in addition to this point on our agenda, we could adopt an extra transparency measure. For example, if anything OP3 came up, CW would declare an interest but if it was broadly LDP, she could state for transparency, 'I am affected by the OP3 proposal in the LDP, but I will stay and take part'. She can do this as there is nothing in the agenda, which would require her to withdraw from discussions.

Off the back of this, GN has been advised that it would be good if during meetings we arranged our seating to define who we are to the public. For example – Office bearers on one desk, a UCC members seating area, councillors' area, and a public seating area. It was also suggested that we remove the AOCB from our agenda. This is to ensure the public are fully aware of what will be discussed at each meeting, giving them the chance to attend on any specific point, should they wish. Anything not put on the agenda before public posting, can be added on to the agenda for the following meeting.

There was soe discussion around the set up of meetings and how we would all feel comfortable.

VJ (UCTC) enquired if an ongoing point could be put on the agenda for a UCTC update. It was felt this is a very good way for us to obtain valuable information on events etc and relay this back to the public from a UCC perspective. It also enables us (UCC) to keep up to date with events we could attend and potentially access for communicating information to the public.

All present agreed to a 'rolling' point for UCTC to be put on the agenda.

GN

For next agenda.

Point for next meeting after AGM – Discussion around potential of approaching groups like brownies or boys brigade for junior members?

GN

For Agenda after AGM.

GB suggested AOCB is a good point for bouncing ideas around and coming up with points to be discussed. All present agreed it's good to have a point for raising ideas for





**Notable items sent by email.**

An enquiry via FB messages from a resident in Cowieson Crescent relating to Ultrafast Fibre Broadband. - relevant website [www.openreach.com/fibre-broadband/fibre-community-partnership](http://www.openreach.com/fibre-broadband/fibre-community-partnership)

The resident would very much like this, but it looks like his area isn't going to be getting it.

It was felt this is a good topic to discuss and other areas may be affected.

MM said there is a voucher scheme. It looks like two people collect the vouchers and could be eligible. Peterhead and Fraserburgh have done community schemes for this.

MM to find the details for this scheme and pass onto CW who will then make contact.

TG (UCTC) offered to speak with the chair of UCTC and confirm what the Medan centre have.

GN explained the broadband issue is happening for them and their neighbours as well. The infrastructure runs past the top of their track, as it runs to Udney Green, but she and her neighbours can not get it because they wouldn't run it down to the track to their houses. MK pointed out it runs right past the front of his house, and he is also unable to access it.

Udney Green conservation areas - email from Yvonne Tough re a public event to be held with a pre-recorded presentation.

CW shared email with all present. They are looking for questions and will be posting on FB.

PC has spoken with neighbours who are concerned about this.

CW will post this on FB as well to ensure the public are aware and get chance to see what is going on.

MM & CW

ASAP

TG

For next meeting.

CW

ASAP

Appeal determination for Rainneshill Quarry.

The appeal for the quarry has been turned down.

CW will organise a FB post about this.

PAT meeting minutes.

Counsellor Johnson has suggested the PAT minutes should be posted on the UCC website. It's never happened before, so we could do with clarification on this matter.

PC enquired about the possibility of the Udney Hall minutes also being shared on the UCC website. Not wanting to create more work for the secretary.

MK suggested possibly creating a link for the various minutes which can be put on the website.

GN suggested that after the AGM, once we know the UCC office bearer structure, we look at creating a media officer?

SH asked who Gayle Henderson is? MK explained who she is and what she does - *See section on website above for information.*

AOCB.

UCTC Update.

Big Help Out event was on the 8<sup>th</sup> of May – 100 people attended, about 15 community groups engaged, this was a community celebration event celebrating all that is good in our community.

Leaflet – we now have a UCT leaflet, detailing who we are and what we are doing.

Café Extended Opening – going well every Wednesday till 7.30pm.

School Turbine Visits – these are about to commence with Pitmedden and Udney Green Primary Schools.

Swap Shop on the 4<sup>th</sup> of June, in The Medan Centre, Quarry Room.

CW

ASAP

The next Conversation Café is on the 7<sup>th</sup> of June, Alison Bruce from Live Life Aberdeenshire Library Local Studies Centre.

The Summer Fayre is on the 1<sup>st</sup> of July.

The Xmas Fayre is on 25<sup>th</sup> of Nov.

Points for the next meeting.

PC – Udney Green Parking.

Fund raising for UCC.

**Meeting Closed 10pm**

**Next Meeting AGM – 21<sup>st</sup> June 2023, 7pm.**

**Venue: Meden Centre, Pitmedden.**