

JUNIPER GREEN COMMUNITY COUNCIL

Minutes of First Meeting of Juniper Green Community Council held in Juniper Green Village Hall, Baberton Avenue, Juniper Green, Edinburgh

Wednesday 18 November 2009 at 7.00pm

Chairperson – Mike Avery, City of Edinburgh Council

Present: - Victor W Stewart, Helen Ogg, Robert P Ogg, Clifford E Beevers, Eric J White, Richard E L Watt, Neil Wheelan, Maxine T P Magee, Norma E McGeever

Representing the City of Edinburgh Council:- Councillor R Henderson, Mike Avery, South West Neighbourhood Manager, Shona Macarthur, Elections Officer, Corporate Services, Eileen Hewitt, Community Council Liaison Officer; Services for Communities, and Diana Potter, Partnership Development Officer.

Apologies:- David McLetchie MSP and Neil D Ingram

1. INTRODUCTION

M Avery opened the meeting by explaining that, as Returning Officer, it was his duty to chair the first meeting of the Community Council until such time as interim office bearers were elected. He welcomed everyone to the meeting and asked each person present to introduce themselves.

He informed members that David McLetchie MSP had requested that a list of future meeting dates be passed to him for inclusion in his diary.

Councillor Paisley also hoped to attend the second half of the meeting.

2. APPOINTMENTS

It was suggested that as not all members knew each other, it would be useful to appoint interim office bearers. Also, that the Community Council's Auditor be appointed from outside the organisation.

Following discussion the Community Council agreed to make permanent appointments to the posts of Chairperson, Secretary and Treasurer, with an Interim appointment to the post of Vice-Chairperson. Further consideration to the interim appointment would take place at a future meeting.

The following members were elected as office bearers;

Chairperson	Professor Clifford E Beevers
Interim Vice-Chairperson	Helen Ogg
Secretary	Eric J White
Treasurer	Neil Wheelan

The possibility of Eric J White and Richard E L Watt sharing the post of Secretary was agreed for discussion at a future meeting.

3. SCHEME, CONSTITUTION & STANDING ORDERS

E Hewitt reported that all of Scotland's local authorities were required to produce a "Scheme for Community Councils". The document detailed the rules and regulations which governed Community Councils, and covered areas such as the purpose of Community Councils to conduct at meetings and financial arrangements. A copy of the Scheme was contained in the Induction Pack.

She also explained that each Community Council had their own individual Constitution. A copy of a "Model Constitution" had been circulated with the agenda for the Community Council to adopt. The Constitution and Standing orders were based on national guidance and were consistent with the Edinburgh Community Council Scheme.

4. FINANCIAL ARRANGEMENTS

E Hewitt explained that her role as the Council's Community Council Liaison Officer was to provide information and advice to all Community Councils with their dealings with the City Council. She acts as the first point of contact for City Councillors and officers who wished to make contact with Community Councils. She could be contacted on telephone number 0131 469 3838.

(i) Annual Council Grant

E Hewitt advised that the City of Edinburgh Council paid an annual grant to Community Councils. The principal purpose of the grant was to cover administrative expenses such as postage, photocopying, production of leaflets etc. Community Councils were permitted to incur minor expenditure of this grant on donations to local groups or events but this was not the true purpose of the Council grant.

The grant was made up from a standard lump sum plus a per capita component of 0.02p for every elector living in the Community Council area. The full annual grant for Juniper Green Community Council for 2008/2009 would have totalled £538.00 but as the Community Council would only be in existence for 4 months and 2 weeks of the current financial year, the grant allocation was £201.82.

(ii) Banking Arrangements

E Hewitt advised that the Treasurer should deal with all financial matters, and that it would be advisable for two members to sign cheques, these usually being the Treasurer and the Chairperson.

A bank account should be opened in the name of the Community Council to deposit the City Council's annual grant cheque and from which various expenses of the Community Council would be drawn.

(iii) Insurance Arrangements

The Association of Scottish Community Councils (ASCC) arranged a block insurance policy with Zurich Municipal on behalf of all Edinburgh's community councils. The policy was for public liability insurance, libel and slander and personal accident.

Should any Community Council feel the need for further insurance cover, such as for a gala or special event, the ASCC could provide advice on this.

Following a query regarding possible insurance cover for flower tubs, E Hewitt suggested that they contact the ASCC on this.

(iv) Accommodation Subsidy

An accommodation subsidy based on the accommodation costs for the previous year is also allocated to Community Councils. These were as follows;

	£
Community Councils in free lets	0
Community Councils paying £125 or less	100
Community Councils currently paying more than £125	150

During discussion it was agreed that the Secretary contact Diana Potter or Scott Neill, Edinburgh South West Neighbourhood Partnership Officers for a list of premises in the local area which provided free lets.

5. MEMBERSHIP

S Macarthur informed those present that the membership of Juniper Green Community Council comprised of ten Elected Members and no Nominated members. All Elected member places had been filled, but five Nominated Representative places remained.

During discussion it was noted that any organisations in the area which were properly constituted and registered with the City of Edinburgh Council, could apply to become members of Juniper Green Community Council. Membership forms for this purpose were tabled.

6. NEIGHBOURHOOD PARTNERSHIPS

The Returning Officer explained that Community Councils were represented on each of the twelve neighbourhood partnerships (NPs) established across the City of Edinburgh. As members of NPs community council representatives acted to ensure that their community could have a say in the way services were delivered in the local area.

D Potter, Partnership Development Officer tabled a paper which explained the role of community council representatives on the Pentlands Neighbourhood Partnership. She went on to detail how often NP meetings were held, who set Agendas, types of subgroups, and provided a list of key contacts.

7. INDUCTION AND SUPPORT FOR COMMUNITY COUNCILS

E Hewitt tabled induction packs which contained the following information;

- CC Map
- General Leaflet about CCs
- List of CC Office-bearers
- Scheme
- Guidance Notes
- Funding Info Pack
- Useful contacts - general
- Useful contacts NP

- Information on EACC
- Information on ASCC
- Induction Training Info and Registration Form
- CC Bug & pen
- Council A-Z

E Hewitt agreed to email this information to Professor Beevers.

An induction event had been arranged for Saturday 5 December 2009 to which all members were invited. Local induction programmes would be held throughout the year, should any person be unable to attend on 5 December. These would be run for the Community Council in conjunction with Neighbourhood Partnership Officers and the Community Council Liaison Officer.

The Edinburgh Association of Community Councils (EACC), which was set up by Community Councils in Edinburgh also organised meetings throughout the year and was considered to be a useful forum for putting forward views and meeting representatives from other Community Councils.

As outside organisations might wish to contact the office bearers, contact names and addresses would be included on the City of Edinburgh Council's Community Council website.

8. FUTURE MEETING ARRANGEMENTS

E Hewitt informed members that Community Councils were required to hold at least six formal meetings a year and an Annual General Meeting (AGM), and sub-groups could also be formed. The arrangements for the venue of meetings were for the Community Council to decide.

The Community Council could invite Council officials to attend meetings to answer questions on matters of concern. As Community Councils were statutory consultees, the Secretary would receive planning lists from the Council on planning applications within the City of Edinburgh Council area.

In addition, the Secretary would get sent the quarterly list of licensing applications.

Minutes of the meeting would be sent to the Secretary and she advised that Agendas and minutes be displayed publicly within the Community Council area. These could be advertised through any free news sheets in the area, and by contacting the Evening News community reporter. Other Community Councils would also be able to provide guidance on how they publicise their meetings.

A copy of any future minutes should also be passed to E Hewitt.

9. ANY OTHER BUSINESS

In response to a query, the Returning Officer informed members that as a review of the Scheme for Community Councils had only recently taken place renaming of the Community Council was not an option at present.

E Hewitt suggested that the Community Council add a strapline to their stationery which incorporated the names Juniper Green and Baberton Mains.

Members were also informed that Community Council office bearers could use facilities in libraries for photocopying CC minutes and meeting papers.

The Returning Officer asked that the new Chairperson and Secretary take over for the remainder of the meeting, a note of which should be forwarded to S MacArthur.

Mike Avery
Returning Officer

Minutes for the Second Half of the Meeting, after the Departure of CEC Officials.

Before Mike Avery and the other City officials left, Eric White proposed we should change our name to Juniper Green and Baberton Mains Community Council. This was seconded by Neil Wheelan. Mike Avery replied that we could go ahead and vote on this, but it could not be implemented until a new Community Council Scheme had been drawn up. Shona McArthur (CEC Elections Officer) explained that CEC had recently consulted on the Scheme, to which the agreed names of Community Councils were appended. The new version in force was finalised in August 2009 and so it was unlikely it could be changed quickly. Mike Avery suggested it may be appropriate to use a strap line on stationery to indicate that Baberton Mains was also part of the Community Council area. Richard Watt suggested that the new Council should debate this issue further.

The second half of the meeting was chaired by Professor Cliff Beevers.

Archie Clark, recently retired as Planning Convenor for Currie CC, was present as an observer. He suggested Neil Ingram (appointed as planning convenor for our Community Council) should liaise with him, and Richard Owen the new planning convenor on Currie CC. They would then discuss when to invite the Planning Department and arrange a **seminar by architects on recent changes in planning law**, for Balerno, Currie and our own Planning Convenor with Archie in attendance.

Cllr. Ricky Henderson said we should be notified of **Licensed Premises requesting late hours**. We should monitor whether there are any difficulties or objections. There are expected to be only a few applications per year. It was noted that the Golf Club will now be legally limited to only thirteen special licences per year. Any such notices to be sent to EW in the first instance.

The drainage of the path round the Golf Club was discussed. The City are prepared to deal with the issue, but since the school building contractors (Laing O'Rourke) appeared to have destroyed the original satisfactory drainage onto the school playground, it was felt the cost should be borne by the contractors, not the City. It was agreed that Helen Ogg will respond to Gordon Drysdale to progress this matter.

The steepness of the ramped footpath between Juniper Green and Baberton Mains Wynd was discussed, after Mike Avery had produced a Road User Safety Audit by Steven Saunders dated 10.11.09. This was said to be independent, but was paid for by the City, and the name of his company was not given. Neil Wheelan and others expressed dissatisfaction with his proposals which suggested anti-skid surfacing and a second handrail. It was felt these did not go far enough in answering our criticisms. Archie Clark said the steepness should be determined by BS 300, and wondered why this had not been followed. There is a Disability Rights Commission who could be consulted. (EW to deal with both of these).

Eric White had prepared a plan "The Footpath that Might have Been" showing how a slope of 1:15 could have been constructed compactly on the site using slightly tilted walls of concrete blocks, with holes for plants such as creeping Rubus. This would be a great improvement on the existing gradient of 1:8.

Neil Wheelan hopes to work towards a canvass of opinions by organising a petition from Baberton Mains on the issue. Cliff Beevers suggested we should consider our position over the next month, and hope to bring it all together at our next meeting.

A Notice board in Baberton Mains was discussed. Richard Watt pointed out we have a statutory duty to promulgate our proceedings. It was felt a site near the bottom of the ramped footpath and school entrance should be sought. Alistair Paisley will ask about the need for planning permission, and thought a grant from the City would be possible. Vic Stewart agreed to find out some initial estimates of such a notice board.

Alistair Paisley and Ricky Henderson will phone to arrange sweepers for the steep path and the spreading of salt, if tipped off. Norma McGeever offered to keep an eye on the path and contact them when needed.

The **AGM of the Juniper Green Village Association** on 16th Nov was reported on. They aim to continue, though there is some doubt about this since Alistair Paisley recently sent an email to Jim Hunter suggesting any balance of funds left after carrying out current projects could be passed to the JGCC and ring-fenced for maintenance of Dr Mackay's Woodland and other environmental issues.

Cliff Beevers reported that the JG-300 **Monument** should be ready this month and will have an unveiling ceremony in late January or early February. This could be associated with a photographic competition for youngsters and other social events depending on reactions from the school. The design of **Road Signs** for the Lanark Road has been accepted by the CEC but not by traffic regulations.

Neil Wheelan had investigated the cost of hosting a website for our Community Council. Cliff Beevers suggested that he, Neil and Jim Hunter of the Village Association should discuss how to ensure continuity from the present village website and they hoped to report at the next meeting.

A group photograph was taken by Paul Watt, Richard's son.

Discussing possible dates for future meetings, Ricky Henderson pointed out they should avoid meetings of other groups. These are:

Currie CC	2 nd Monday in the month
Balerno CC	1 st Thursday in the month
SW Partnership	Tuesdays

Our future meetings will be on Wednesday 9th December (2nd Wednesday in the month)
" 13th January
" 10th February
" 10th March

The upstairs room has been booked for these, from 7 pm to 9 pm, at a cost of £2.20 per hour.

The meeting closed at 9 pm.