

Yetholm and District Community Council Meeting
Minutes of the Meeting held at Yetholm Kirk
Tuesday September 27th 2022 at 7.00 pm

Present: Shane Black (SAB) (in the Chair), Norman Burr (NB) (Treasurer), Cllr E Robson (ER).
Karon Phillips (KP), Susan Stewart (SS), Sumati Bala (SB), John Palfrey (JP), Heather
Freeland Cook (HFC), Paul Freeland Cook (PFC), Susan Rands (SUR), (Secretary)

Apologies: David Green, Cllr Simon Mountford

In attendance: Fiona Thompson (Yetholm Festival Committee Treasurer)

Members of the Public: 7

	Minute	Action
1.	Apologies for Absence: as above.	
2.	Minutes of the Previous Meeting	
2.1.	The Chair drew the attention of the meeting to the minutes of the previous meeting held on August 30, 2022 and asked for any comments or corrections. The following items were noted: 4.3 It was a member of the public who mentioned the Village Oil Consortium, not JP, as noted previously. 4.6 SAB has matter of insurance for volunteers in hand. 4.8 SAB reminded everyone that discussion at the August 30 meeting regarding existing marquees had included decision to inspect marquees to see if one good one could be made out of the damaged items. 7,7 Price for two Christmas trees was incorrectly noted as £600 each for 18' trees. Should read: 2 x 16' 6" trees purchased at £250 each. 7.8 Only 3 new defibrillators purchased. These were to be placed at the Border, Gibson's Garage and the Pavilion. The hope was that one of those taken from Garage or the Border could be resited at the Church – this remained to be confirmed 11.1 AOB, Dog fouling. SS reported that she had already topped up the box with bags and said she would appreciate some help in this area. With these corrections and amendments, the minutes were approved by the meeting and signed by the Chair.	
3.	Matters Arising/Outstanding	
3.1.	2,1 Due to number of corrections needed to previous minutes, KP suggested the purchase of a recording device to be used at future meetings by the secretary. Seconded by SB, who offered to donate her own machine if found to be suitable for the purpose. KP suggested maximum of £60 if SB machine is found to be unsuitable. SB thanked for her offer. All approved. HFC will look at SB's machine and purchase new one if necessary.	HFC, SB
3.2.	4.2 Cemetery: SM has investigated and reports that SBC calculates space required on the basis of a 5-year average. In recent years there has been an average of two new lairs sold per year in Yetholm. This does not include interments in previously purchased lairs. There are currently 113 new lairs available in Yetholm, so it is predicted that the cemetery has sufficient capacity for 51 years.	
3.3.	4.6 Packhorse Bridge and Border Cottage Wall: SM & ER met with Susan Gray from the Access Team to inspect the permitted path. Because it is a permitted path and not a core path or formal right of way, the council is obliged only to keep it clear: It has no obligation or resources to maintain it. However, the bridge is in no danger of collapsing and appears in good condition except for a loose coping stone. The collapsed wall is not blocking the path and is the responsibility of the	

	owner to repair. SM suggested that the YCC could write to the owners to do this. If the YCC thinks that the path should be recognised as a Right of Way, it can write to SBC to request that it be designated as such.	ALL
3.4.	4.7 Kirk Yetholm Bus Shelter: SBC Foreman has been instructed to clean the shelter, remove bird droppings, and repair rotten boarding, to be carried out when resources permit.	SM, ER
4.	Members of the Public – Issues and/or Concerns	
4.1	Concern was expressed by several members of the public about the method and timing of the purchase of the marquee. NB admitted that the responsibility was entirely his in his capacity as Deputy Chair and in the absence of SAB to make a timely decision. KP proposed and NB seconded that, in future, any proposed purchase over £5,000 will need three independent quotes, fully costed, and the approval of all council members, All approved. In light of this discussion, KP proposed that JP should be reimbursed in full for the £9,449 he has spent of his own money to purchase the marquee. Proposed SAB, Seconded NB, all in agreement.	
4.2	<p>Oktoberfest: SBC has given permission for road to be closed on October 22.</p> <p>Jane Morgan, representing the Parent Council of Yetholm Primary School asked for the help of the YDCC in putting on the 2022 Oktoberfest as the Parent Council had no funds and no personnel to help. After lengthy discussion, it was agreed that the YDCC would propose a formal agreement, wording as follows:</p> <p>YDCC agrees to undertake the administration of the 2022 Oktoberfest on behalf of the Parent Council of Yetholm Primary School, which will nevertheless continue to have overall responsibility for the event and to provide appropriate insurance cover, sight of which will be provided to YDCC. The proposed administration will include providing a marquee, collecting all income and covering expenses up to a total of not more than £1,000, on the understanding that any said expenses shall be recouped in full, from the proceeds of the events before any monies are remitted to the Parent Council. It is further agreed that YDCC has the option to charge the Parent Council for the use of the marquee, at a rate to be agreed in advance of the event and that any such charge shall be payable before any monies are remitted to the Parent Council. (See 7.4 below)</p>	NB, JP
5.	Marquee: Custodianship and Hiring Protocol: Norman Burr	
	Because of time constraints, it was agreed to postpone this item for discussion at October 25 meeting. NB volunteered to bring suggestions.	NB
6.	YDCC Constitution; Karon Phillips	
	<p>The Constitution Committee (KP, SAB, NB) met to discuss possible changes/amendments to constitution including:</p> <ol style="list-style-type: none"> 1, Should YDCC meetings be bi-monthly rather than monthly as at present? 2, Method of communication between meetings and between members must be formalised. (NB) 3. Does the Pavilion wish to remain a separate entity or to be included under the YDCC umbrella? 4. Planning issues: the SBC planning portal is accessible to all and KP queried whether this method should replace current practice of discussion at YDCC meetings? The website could be used to publicise planning applications, apart from the minutes, published monthly. 5. The quorum is currently one third of committee members: should this requirement remain, or should number be increased? 6. Legacy Committee: methodology and criteria need to be developed and published before any disbursements are made. It was proposed that 	SAB, NB, KP

	sub-groups could contain ex-officio members of the public, but criteria must be finalised before this happens. 7. Legacy Committee and Constitution Committee to meet asap and to bring proposals to October meeting.	HFC
7.	Portfolio Discussions:	
7.1	Housing and Planning; Shane Black	
	The Plough Hotel has submitted an application for change of use for the barn at the rear of the premises to an event venue. Several objections were voiced by members of the public, but SAB pointed out that objections have to be submitted directly to the SBC. All objections/comments must be received by SBC by October 21 st , 2022, in order to be considered.	ALL
7.2	Finance: Norman Burr	
7.2.1	NB has decided not to go ahead with the Co-operative Bank after all and will open a current account with the Bank of Scotland asap. He asked the meeting if he should also open a savings account at the same time, so as to avoid confusing legacy funds with Council funds. All agreed that savings account as well as current account should be opened.	NB
7.2.2	NB expressed concern that there appeared to be no current assets register and was adamant that the new marquee and the defibrillators at the very least should be put on our assets register immediately. SAB agreed to investigate current assets, including the container and garden equipment.	NB, SAB
7.2.3	NB asked if it were possible/desirable to acquire title deeds to the Pavilion. To be discussed at a later date.	ALL
7.3	Village Maintenance & Utilities: Norman Burr	
7.3.1	Benches on Kirk Yetholm Green and on the B6352 near the Venchen Road end had been reported several weeks ago as needing repair. ER is pursuing repair status with the SBC Foreman.	
7.3.2	The dilapidated fence at the school has been replaced but the path from Dow Brae still needs to be strimmed or cut back. New elephant patches at the crossing point on Dow Brae had been installed with the pencil marking posts. SAB requested that consideration be given to installing them between the school and the playing field	
7.3.3	Work had been undertaken on the Cherrytrees side of the B6352 which had improved visibility, but more is required, as is work on the Lochside part of the road.	
7.3.4	The Speed indication device on Dow Brae has been cleared.	
7.3.5	NB reported that the dog waste bin on the Green in Yetholm is beyond repair. Cllr Robson undertook to seek its replacement.	ER
7.4	Education: Heather Freeland-Cook	
	Discussion of Oktoberfest 2022 continued, this being brought forward to follow on immediately from Item 4.2 above as the member of the public involved had to leave the meeting early. It was proposed by NB that the YDCC act as sub-contractor to the Parent Council for purposes of operation. Based on the wording above (item 4) it was agreed by all the Oktoberfest 2022 proceed on this basis, subject to the signed agreement of the Parent Council representative. NB to check insurance status with Parent Council Representative.	NB, JP
7.5	Grants and Funding: Karon Phillips	
7.5.1	Children's Christmas Party: it was agreed that this should go ahead, with further discussion at October meeting, but £200 donation to be made in the interim. Proposed SAB, Seconded, NB.	

7.5.2	Christmas Arts Event in Wauchope Hall: SS intimated that the event in the evening will be self-funding, the children's performance in the afternoon could be where there is potential for a slight deficit to be incurred. NB proposed that £100 be given towards this event and any unforeseen expenses, seconded SAB. SS expressed thanks for the gesture.	NB
7.6	Tourism – John Palfrey	
7.6.1	The Tourist information sign on Kirk Yetholm Village Green was misdirected towards the Youth Hostel. ER indicated that it would be re-directed towards the Border hotel, where such information is now available.	
7.7	Health & Social Services – Sumati Bali	
	The three new defibrillators are currently stored in SS's garage and SS is in the process of identifying an electrician to install these items asap. Cost to be identified and brought to meeting or email circulated.	SB, SS
7.8	Projects, Events & Pavilion – Shane Black	
7.8.1	Wall heaters at Pavilion to be connected asap.	SAB
8.	Police Report	
	The Police Report for August was circulated to all members prior to the meeting of May 31, 2022. No specific issues were identified or discussed at the meeting.	
9.	Scottish Borders Councillors Update: Cllr Euan Robson	
9.1	SBC had extended the consultation period on the 20mph Traffic Regulation Order to 7 th October because of Her Late Majesty's State Funeral. Representations should be in writing, a legal requirement at this stage of the process.	
9.2	A site visit was conducted with Cllrs Burr and Palfrey to assess the possibilities of extending cabling and installing a new electrical socket on the village green opposite the village shop to light a tree immediately in front thereof. The head of SBC's Lighting Department had attended. Options were discussed and it was decided that the optimum and most flexible improvement would be to take a cable under the minor road 14 – 15 metres and install a new socket near the tree. The SBC would do the work which would cost in the region of £1,500 - £2,000, but a full description and quote would be provided so that a decision could be taken at the October meeting.	
9.3	A small scheme to secure the edge of the carriageway at Catch a Penny is planned before the end of the financial year.	
9.4	A mobile phone mast near Sourhope, whilst seemingly powered and ready to operate was not functioning because of a delay in the issuing of a commercial licence by the Home Office. The matter was being pursued as phone reception would be valuable during the present timber operations and thereafter for local residents, its value underlined by a recent accident and the delay in help being received whilst a signal was sought close to Yetholm.	
9.5	Yetholm Primary School's Head Teacher, Mr Jamie Wilson, had successfully completed the 'Into Headship Qualification' with the University of Edinburgh and Education Scotland and is one of only three head teachers in Scotland to do so. Councillor Robson and Yetholm Community Council expressed their congratulations on Mr Wilson's achievement.	
9.6	Cllr Robson had pursued the matter of signs on St Cuthbert's Way at the bridge on Dow Brae. He asked for suggestions as to which facilities should be indicated. Several suggestions were made such that a draft would be prepared for the October meeting. The handrail on the eastern side would be reported as requiring repair.	ER ALL

9.7	Pack Horse Bridge site visit with Cllr SM and SBC Ranger Susan Gray: see item 3.3/4.6 above. In addition to the above reference 3.3/4.6, Cllr Robson said that, as a gesture of goodwill, the Council would be prepared to secure the two loose coping stones and smooth the arch on the bridge to make it more easily passable. Discussion ongoing.	ER, SM
9.8	SS asked that the bin in the cemetery be placed by the road to facilitate its emptying. Cllr Robson was due to discuss more frequent emptying with SBC officers.	ER
10.	Additional Correspondence	
	All correspondence is forwarded to all council members as it is received.	SUR
11.	AOB	
	None.	

The meeting closed at 10.10pm.

The next meeting will take place on Tuesday October 25th 2022 at 19.00 hrs at Yetholm Kirk.