

**Inaugural Meeting of Blackburn and Kinellar Community Council**  
**Wednesday, 13 November 2024 at 7.30pm**  
**Kinellar Community Hall**

**Present:** **Martin Hunter, Alec Lamb, Dorothy Lamb, Jim Ogg, Peter Robinson and Isabel Townsend**

**Councillors:** **Cllrs Lonchay, Mason and Reid**

**In attendance:** **Ann Overton (Area Manager)**

**Apology:** **Emma Morrison**

**1. Welcome and Introductions**

**Ann Overton took the Chair and welcomed everyone to the inaugural meeting of the newly formed Community Council**

**2. Appointment of Officer Bearers**

**Chair – Dorothy Lamb**    **Proposed – Peter Robinson**  
                                  **Seconded – Martin Hunter**

**Vice Chair – No appointment made**

**Secretary – Emma Morrison**    **Proposed – Dorothy Lamb**  
                                  **Seconded – Jim Ogg**

**Treasurer – Peter Robinson**    **Proposed – Martin Hunter**  
                                  **Seconded – Isabel Townsend**

**3. Adoption/approval of Constitution and Standing Orders (Paper attached)**

**The Community Council unanimously approved the constitution and standing orders as circulated.**

**Proposed - Dorothy Lamb**  
**Seconded - Peter Robinson**

**4. Confirm Meeting Dates and Venues for 2025**

**The following meeting dates were agreed for 2025.**

**11 December, 8 January 2025, 12 February, 12 March, 9 April, 14 May, 11 June, 9 July, 10 September, 8 October, 12 November, 10 December**

**Venue to be decided and booked by secretary.**

**Close of inaugural meeting followed by business meeting.**

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**In attendance:** **Ann Overton (Area Manager)**

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**1. Welcome and opening remarks by Chair**

Dorothy welcomed all present and congratulated the Office Bearers. She thanked all members for becoming involved in the Community Council. She highlighted the good mix of representatives and welcomed new faces becoming involved. She highlighted the need to support building, open to others and expand membership. She suggested Beautiful Scotland as first project to look at.

**2. Declarations of Interest/Transparency Statements**

Ann explained the importance of this being on the agenda and for Community Councillors to carefully consider their position in relation to items on the agenda and where appropriate to make a public statement to acknowledge any potential conflict and leave the room where the interest is substantial or financial.

**3. Minute of previous meeting (none available for this meeting)**

Ann explained that as this was a new Community Council there would be no previous minute but explained the process for future meetings.

**4. Updates on actions from Minutes**

Actions from preparatory meetings (before Community Council was formed):-

- Emma and Isabel are going to look into local social media and website opportunities to share costs and limit development time  
Isabel updated that she had been in contact with the Kinellar hall and there is space available on the website. Own Facebook Page will be launched.  
Action: Isabel
- Peter is going to investigate setting up of a bank account for the CC.  
Members shared experiences with different banks and generally agreed

that Virgin was preferred, but delegated authority to Peter to make banking arrangements.

Action: Peter

- It was agreed that generic emails should be set up (at least for the Chair and Secretary) to remove the need for personal emails being used and to allow for consistency.

Action: Emma

Cllr Reid also suggested a Whatsapp Group. All members to share their details with Isabel.

Action: All

- Martin to send Alison his email address for Community Council use – not done yet expected January.

Action: Martin

## **5. Police Report (Hoping to have one sent from Police Scotland)**

Ann read out the Police Report provided prior to the meeting. There was general discussion about the content and the content was noted.

## **6. Issues/discussion from correspondence received**

Nothing had been received at this stage

## **7. Planning Applications**

Ann confirmed that there were no current planning applications for the Community Council to consider, but advised that Alison could support setting up a process for dealing with planning applications through a subgroup.

## **8. Financial Update**

It is vital that the whole Community Council is kept up to date with the financial position of the Community Council and that all spend is formally agreed through the Community Council before it takes place. Online banking has now moved to apposition where single person transactions are normal practice, and it is therefore really important that checks and balances are put in place. There are hints and tips available to assist you in the following document [finance-guidance-note.docx](#)

The Treasurer will be responsible for getting a bank account set up and once this has been done the funding will be released from Aberdeenshire Council. Once this has been done, the Treasurer will have to register with the Information Commissioner and arrange for public liability insurance along with any other required cover.

The Community Council noted the advice given above.

## **9. Update from Aberdeenshire Councillors**

Cllr Reid gave the following updates:-

- the basketball hoop installation in the MUGA due shortly.
- the football pitch – he has had a meeting with Principal Landscape Services Officer about a possible extension.
- 20mph roll out planned for June 2025.
- Reminded all about the free night buses from Aberdeen.
- Queried about the missing bin from the park. Action: Ann Overton to chase up.
- Queries about the post box that has moved. Ann supplied a contact email for Royal Mail to Cllr Reid.

Cllr Mason

- said he would provide contact details.
- Noted that Cllr Jim Gifford is the other cllr of the four in the ward.
- Noted that he can help with matters with bins (Ann advised to use the Aberdeenshire App and Website to report missed bins and that the default position is that a missed bin will be collected at the next scheduled collection). Whilst discussing bins the discussion covered the fabulous service that is provided for garden waste. Ann to pass this on to service.)

Cllr Lonchay reminded about the critical financial position of the Council.

Discussion also covered the Beautiful Scotland competition and that the contact is Sandy Scott in the Council and John Glover. Discussed a community litter pick.

## **10. Feedback from Community Councillors attending other events/meetings.**

As the Community Council develops and goes along to events/meetings/presentations. It is good for any relevant information to be passed back to other members. This could include consultation or engagement events, Community Council Forum, Community Planning activities etc. It may also be information from local community groups such as Parent Council etc. It is good practice to have a list of the updates on the agenda along with the member who will be providing feedback.

The information provided above was noted.

## **11. Date of Next Meeting**

The next meeting of the Community Council is scheduled for Wednesday, 11 December 2024 at 7.30pm in Kinellar Community Hall.