

# Minute of the Meeting of Papa Westray Community Council held via Microsoft Teams on Thursday, 30 July 2020 at 19:30

## Present:

Mr I Cursiter, Mr B Hourston, Mr S Thompson and Mrs F McNab.

## In Attendance:

- Councillor S Clackson.
- Mr D Elves, Water Attendant, Papa Westray Water Scheme.
- Mrs M Spence, Democratic Services Manager.
- Mr P Baker, Island Link Officer (ILO)/Clerk.

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## **1. Apologies**

Resolved to note that apologies had been intimated on behalf of Mr N Rendall and Mr A Hourston.

## **2. Minute of the meeting held 21 January 2020**

The minute of the meeting held on 21 January 2020 was approved, being proposed by Mr S Thompson and seconded by Mrs F McNab.

## **3. Matters Arising**

### **A. Weigh Bridge Insurance**

Following consideration of correspondence from Orkney Islands Council regarding the current level of insurance supplied by Orkney Islands Council for the weigh bridge, it was:

Resolved to note that members agreed that the current level of insurance supplied by Orkney Islands Council, being Public Liability, would be sufficient at this time.

### **B. Community Resilience – Satellite Phone**

The ILO advised members that the satellite phone had now been handed over to the Papa Westray surgery and that this was being kept in the duty nurse's car, and it was:

Resolved:

1. That the ILO should look into the expiry of the minutes for the Satellite phone.
2. That members would discuss finances for next year's tariff at the next meeting.

### **C. Papay Water Scheme Update**

Following an update from the Water Attendant regarding the water scheme and current equipment being utilised by Papay's water supply, including the current monitoring system supplied and installed by CloudNet free of charge as a trial run, members discussed how to improve the system by introducing further sensors to each individual well to monitor the flow, temperature and ease of control. The introduction of more carbon filters to each well in order improve the filtration system was also considered. Members agreed that the costings of these further improvements would need to be covered by Papay water scheme funds and consideration was given to the dangers of a digital system being hacked or controlled by unauthorised persons. It was confirmed that should a situation of this nature arise, the system could easily revert back to a manual control.

Another concern highlighted was that the fire hydrant water supply was from the main water tank and it was calculated that should the supply be used by Scottish Fire and Rescue for approximately 50 minutes, this would nearly empty the tank. If the system was monitored remotely by Community Council members, each well could be activated to prevent this, and it was:

Resolved:

1. That the Clerk would request a quote for the proposed work from Cloudnet.
2. That the Clerk would investigate funding options that could assist with the proposed project costs.

#### **D. Community Council Skip**

Following the purchase of the Community Council owned skip, members discussed the arrangements regarding the transport costs and the income generated from the scrap metal, and it was:

Resolved:

1. That the Clerk would enquire with Orkney Ferries for approximate costs of transporting the skip, which would be according to weight.
2. That the Clerk would follow up with Orkney Aggregates regarding their transport fees and the income generated by the scrap metal, depending on the quality and weight.

#### **E. Recycling skips for the pier**

Following consideration of correspondence received from Orkney Islands Council regarding the new recycling skips and with no current update available from Democratic Services, it was:

Resolved that the Clerk would send a business letter to Orkney Islands Council to ask for a new expected date of arrival.

#### **F. Request for an Orkney Ferries representative to hold Q&A Session**

Following concerns raised at previous meetings regarding the proposed plans for a new ro-ro ferry service, members felt that it would be an appropriate time to hold a question and answer session with a representative of Orkney Ferries or the Transport Manager, and it was:

Resolved that the Clerk would send a letter to Democratic Services requesting that a representative from Orkney Ferries or the Transport Manager be invited to the next meeting.

#### **G. Election of Office Bearers**

Following a previously held secret ballot where email votes were sent to Democratic Services for the Election of Office Bearers, it was:

##### **1. Chair**

Resolved to note that Mr I Cursiter was elected as Chair to Papa Westray Community Council.

## **2. Vice Chair**

Resolved to note that Mr N Rendall was elected as Vice Chair.

## **3. Transport Representative**

Resolved to note that Mr N Rendall was elected as Transport Representative.

## **4. Planning Representative**

Resolved to note that the Island Link Officer would remain as the Planning Representative.

## **H. Community Shed Completion Certificate**

Following consideration of correspondence from Building Control regarding the completion certificate and the need for emergency exit lighting, and the issues of not having electricity to the site to serve the requirement, it was:

Resolved:

1. That the Clerk would contact Building Control for their recommendations to resolve these issues and where to purchase the lighting from.
2. That the Chair would look back on the specification submitted with the original application.

## **4. Correspondence**

### **A. Verge Maintenance Plan**

Following consideration of the Verge Maintenance Plan including Orkney Islands Council's reply regarding the request of a designated mower for the island, it was:

Resolved to note the contents of the correspondence.

### **B. Remote Verification Inspections for completion of work certificate**

Following consideration of the correspondence sent by Orkney Islands Council regarding the above, it was:

Resolved to note the contents of the correspondence.

### **C. Scottish and Southern Electricity's response to the grant application and the amount awarded**

Following consideration of the correspondence sent by SSE confirming the grant and the amount awarded, it was:

Resolved to note the contents of the correspondence.

## **D. Standing water on roads and off-lets**

Following consideration of correspondence received from Orkney Islands Council confirming that this issue would be investigated, it was:

Resolved to note the contents of the correspondence.

## **E. Frozen goods delivery aboard Orkney Ferries**

Following consideration of the correspondence received from Orkney Islands Council regarding the carriage of frozen goods, including how it was stored in chill boxes, transported and then delivered after North Ronaldsay, who received their frozen goods first and in a mechanical freezer, it was:

Resolved that the Clerk would send another letter to Orkney Islands Council with members' concerns and ask for them to consider whether any frozen goods delivered second could be stored in a mechanically operated freezer.

## **F. Purchase to Pay arrangements**

Following consideration of the correspondence received by Orkney Islands Council regarding the Purchase to Pay arrangements, it was:

Resolved to note the contents of the correspondence.

## **5. Consultation Documents**

Resolved to note that there were no consultation documents to consider at this time.

## **6. Financial Statements**

### **A. General Finance**

After consideration of the General Finance statement as at 24 July, and discussion thereof, it was:

Resolved to note that the estimated balance remaining was £7,842.40.

### **B. Papa Westray Community Council Water Scheme**

After consideration of the Papa Westray Water Scheme statement as at 24 July, it was:

Resolved to note that the estimated balance was £45,549.74.

### **C. Community Council Grant Scheme**

Following consideration of the 2020-2021 Community Council Grant Scheme statement as at 24 July, it was:

Resolved to note the balance remaining for approval was "fully allocated" in the main capping limit, £634.80 in the additional capping limit and £536.37 in the island capping limit.

## **D. Seed Corn**

Following consideration of the Papa Westray Community Council Seed Corn statement as at 25 July, it was:

Resolved:

1. To note that the available funds were fully allocated.
2. To note that the outstanding balance of £1000 due to project 1108: PWBPT – legal, insurance and mapping cost, was not being pursued.
3. That the Clerk would enquire if the outstanding balance on project 1108 could be transferred to another project.

## **7. Financial Requests**

### **A. Papay Development Trust**

Following consideration of a request from Papay Development Trust requesting financial assistance towards professional fees, it was:

Resolved:

1. That, should the outstanding balance of the Seed Corn project 1108 be transferred to another project, this request would be granted the £1,000 balance.
2. That, should the Seed Corn balance not be transferable, the Community Council would award a grant of £1,000 towards Papay Development's Trust's request.

### **B. Thursday Lunch Club**

Following consideration of a request from the Thursday Club requesting financial assistance towards the Thursday Lunch Club for the sum of £1,600, it was:

Resolved:

1. That the Clerk would contact the group with some questions prior to awarding a grant.
2. That the Clerk ascertain whether recipients of the Thursday Club contribute to the running costs and could consideration be given to increasing their contribution.
3. That, if a contribution to the service was made by recipients, it would be ascertained what the short fall would be for the Thursday club.
4. To note members agreed that a maximum of £1,000 could be awarded, subject to the additional information being satisfactory, using Community Council Grant Scheme.

## **8. Reports from Representatives**

### **A. Transport**

Resolved to note that there was no information to provide.

### **B. Planning**

Following consideration of the one application from British Telecom to install a mast, it was:

Resolved to note that there were no objections from members.

### **C. Papa Westray Water Scheme Administrator's Report**

The ILO advised members that the water bills for the year of 2019-2020 had been processed and sent out to individuals by Democratic Services, and it was:

Resolved to note the content of the report.

## **9. Publications**

The following publications were noted by members:

- Letter from School Place.
- Leader Report 2014-2020.
- Orkney Dementia Strategy.

## **10. Any Other Competent Business - Kirkyard Tender**

The ILO informed members that the Kirkyard maintenance had been started by the successful applicant, and it was:

Resolved to note the information provided.

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

Following consideration of future meeting dates, it was:

Resolved that the next meetings of Papa Westray Community Council would be held on 24 September, then 26 November 2020 in St Ann's Community Room, Papa Westray, if possible, or via Microsoft Teams, commencing at 19:30.

## **12. Conclusion of Meeting.**

There being no further business, the chair declared the meeting closed at 21:10.