

Minute of the Meeting of Shapinsay Community Council held in Shapinsay Community Centre and via Teams on Thursday, 2 February 2023 at 19:00

Present:

Mrs L Bews, Mrs E Chaney, Mr C Leslie, Mr D Muir and Mrs E Phillips.

In Attendance:

- Councillor H Woodbridge (via Teams).
- Councillor M Thomson (via Teams).
- Mr K MacPherson, Head of Property, Asset Management and Facilities (via Teams).
- Mrs J McGrath, Community Council Liaison Officer (via Teams).
- Miss J Follwell, Clerk.

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1. Apologies

Resolved to note that apologies for absence had been received from Councillor S Clackson.

2. Adoption of Minutes

The minute of the meeting held on 24 November 2022 was approved, being proposed by Mrs E Phillips and seconded by Mrs E Chaney.

3. Bench Repair Tender

It was advised that after the tender had been re-advertised, there was one submission but only for storage of the benches not including repairs. Members also heard that an order had been placed for two new recycled plastic benches to be paid for out of this financial year's CCGS allocation, and it was:

Resolved:

A. That the current wooden benches would remain in-situ throughout the island as it was too late to bring them in for storage over the remaining winter period.

B. That the Community Council Liaison Officer would ensure that the two new plastic benches were paid for this financial year.

4. Matters Arising

A. Christmas Lights

An email had been circulated to members with attachments showing street plans with columns, a lighting catalogue also the OIC Festive Decoration Policy 2021-26.

Members discussed various options to meet the OIC policy requirements, as well as budget/funding. The Community Council Liaison Officer advised that planning applications would be required and possibly permission from Housing and Marine Services if any columns were their responsibility, and it was:

Resolved:

1. That wrap around lights would be the preference of the members, to be placed on even numbered columns, unless this interferes with any planned signage.

2. That the Chair would mark on the plan the columns which they would propose to have decorations and send on to Democratic Services so that the relevant department could be asked for feedback.

3. That Democratic Services would take care of ensuring the relevant planning approvals were obtained.

4. That the Clerk would liaise with the Community Council Liaison Officer once costs had been established to seek assistance from the SWAP Fund, SDT.

B. Recycling Collections and Large Community Recycling Bins

It was noted that, since the last meeting, large community recycling bins had been put in place next to the Community Centre and were in full use by the community. A letter from OIC was sent to all residents to apologise and explain why their recycling collections hadn't been recycled, and to advise that their fortnightly recycling collections would cease from immediate effect and be replaced by a weekly all-waste collection service, which would be in place until the new system of wheelie bins was rolled out in March 2023. It was further advised that all Shapinsay residents would receive a second letter from OIC requesting details of their wheelie bin requirements very soon. Following discussion, it was:

Resolved that members would monitor the situation and flag up problems raised by residents if required.

C. Roads Operative

The Community Council Liaison Officer had provided the current list of road repair jobs to be completed, however members found the descriptions of the jobs and locations unclear. It also appeared that the kerbs at the top of Elwick Brae, which had previously been reported and agreed to be done, did not appear on the list, alongside a few other jobs. Members agreed that it may be easier for them to compile a list of repairs they feel are needed and send this to OIC for comparison. The job description for the Shapinsay Road Operative post was not available, as officers felt this may result in undue scrutiny, but had welcomed any feedback if it was felt that works were not being completed, and it was:

Resolved that members would compile a list of Shapinsay road repair requirements and forward to Democratic Services to take forward with OIC's Roads department.

D. NILPS Projects - Kirkyard Gates and War Memorial

It was noted that the application for North Isles Landscape Partnership Fund money towards the repair of the gates and the replacement of the railings at the War Memorial was underway. Members agreed that they would prefer to replace the Kirkyard gates rather than repair if this was possible. Members also asked if there were already plans in place for the replacement of the Shapinsay map that is located at the ferry slip, which is used by visitors to the island, as it is very faded now, and it was:

Resolved:

1. That the Community Council Liaison Officer would obtain further quotes for the replacement of the Kirkyard Gates.
2. That the Community Council Liaison Officer would enquire as to whether an application had been made to the NILPS for replacement of the Shapinsay map at the pier.

E. Portacabin at Shapinsay Pier

The Community Council Liaison Officer advised that there had been no date given as to when the new portacabin would be delivered to Shapinsay. It had been

previously requested that a date be given to allow members the time to clear out the old one, and it was:

Resolved that the Community Council Liaison Officer would ask Marine Services for an update on this item.

F. Waiting Rooms at Kirkwall

As had been discussed at numerous meetings previously, members wished to request the refurbishment of the waiting room in Kirkwall. It was mentioned that Marine Services had suggested in the past that they would consider 'doing up' the waiting room if the vandalism ceased. It was also reported that the NILPS were considering a project involving the Shapinsay Waiting Room and that some repair work could be undertaken as part of those works, and it was:

Resolved that the Community Council Liaison Officer would follow this up.

G. Pier Parking Signage

Members had previously agreed that parking for ferry passengers on Shapinsay was limited due to some vehicles being parked long term on the pier, making it very difficult to get a space on some days, and it was:

Resolved:

1. That the Community Council Liaison Officer would request parking signage for the pier, shop and the boat.
2. That the community council would discuss the possibility of running a Scrap Car Scheme at a future meeting.

H. Funding for Pathways

The Community Council Liaison Officer advised that she had passed on the members' suggestions, including the school path, with a report going before the committee soon, and it was:

Resolved that the Community Council Liaison Officer will follow up before the next meeting so that an update could be provided.

I. Shapinsay Cycle Shelter

The order had been placed for the cycle shelter as agreed with members. A tender would be required for the installation of the shelter, and it was:

Resolved that Mr C Leslie would draft the installation tender document to be advertised as soon as possible.

J. MV Shapinsay Summer Replacement

Members heard that no response had been received from OF regarding the work requested to the MV Thorsvoe to bring it up to a suitable standard for passengers/vehicles before it is brought into service on the Shapinsay route over summer, and it was:

Resolved that the Community Council Liaison Officer would chase this up with Orkney Ferries.

K. Shapinsay Road Repairs

Resolved to note that this matter had been covered in Item 4C above.

L. Shapinsay Hydrogen Plant Removal

At the last meeting Councillors Clackson and Thomson had agreed to take up the matter of the Hydrogen Plant and also the issue of the removal of the Shapinsay helicopter landing site for use in emergency situations. It was reported that OIC were currently trying to get the Hydrogen Plant operating as it had never worked since it was installed, and it was:

Resolved that the Head of Property, Asset Management and Facilities would chase up both these issues with OIC.

M. CC Road Aggregate Scheme

Members agreed that they would like to run the Aggregate Scheme again in financial year 2023/2024 and apply for CCGS funding of £1,000. Grants will be made of £200-250 for successful residents, with the names to be picked at random, providing they had not received funding from the scheme within the last 5 years. It was also agreed that the advert should go out in February with the wording explaining the grant is for roads not driveways and clarifying the selection process to residents. The closing date for applications would be 29 March 2023, so that members could review and select the successful applications at the next CC meeting, and it was:

Resolved that the Clerk would advertise the scheme from February onwards and apply for CCGS funding of £1,000 to cover the scheme.

5. Correspondence

A. Road Gritting

Members all agreed that the OIC gritting lorry should return to Shapinsay as the tractor and trailer was much slower and broke down frequently. Members asked when the Winter Plan is reviewed as they would like to put forward changes, including gritting of priority 2S roads at weekends, or a change of priority to some roads as firefighters, boat crew and first responders need to be able to drive safely in all road conditions to respond to emergencies. Following discussion, it was:

Resolved:

1. That the Community Council Liaison Officer would take up these issues with OIC Roads Support again.

2. That members would ensure that comments are made to the next Winter Service Plan consultation to better suit Shapinsay's needs.

B. Shapinsay Travel Plan

There was no update on the issue of school parking, as the parking arrangements were still under review and no final decision had been made, and it was:

Resolved that the Community Council Liaison Officer would chase up again and request a meeting of all interested parties.

C. Shapinsay Road Gritting

Following on from the discussion at Item 5A above, all Shapinsay CC members reported that they had received complaints from Shapinsay residents regarding the gritting of the roads, and the Community Council Liaison Officer had taken this up with OIC Roads department, including the comments regarding the loss of the lorry. Not all of the points put forward by members had been responded to and members pointed out that Shapinsay still does not have a lorry for gritting, but other islands do, and it was:

Resolved that the Community Council Liaison Officer would go back to OIC Roads department for answers to members' questions.

D. MV Eynhallow and MV Shapinsay

No response had been received from Orkney Ferries regarding members' concerns about the replacement timetable during the breakdown of the Eynhallow, and then the Shapinsay. It was reported that at a previous meeting Orkney Ferries agreed that contingency plans needed to be drawn up, but as yet this did not appear to have happened. Members agreed that a meeting with other island Community Council Chairs and Transport Representatives should be convened so that they could discuss possible input to these plans. Members also agreed that NHS24/medical emergency plans needed to be a priority for Orkney Ferries, and it was:

Resolved that the Community Council Liaison Officer would organise a date for the meeting with the other island Community Councils.

E. Shapinsay Waiting Room Kirkwall Refresh

Members referred to an email from the Assistant Harbour Master on 13 December informing members that approval was being sought to complete this work, and it was:

Resolved that the Community Council Liaison Officer would chase this up.

F. EMEC - Billia Croo Section 36 Consent

Correspondence had been previously circulated to members from EMEC, which advised that a notification of consent had been granted by the Scottish Ministers to construct and operate an offshore generating station, and it was:

Resolved to note the information provided.

G. Travel Grants and Sunday Sailings - SDT

Correspondence had been received from SDT and circulated to members. SDT were asking about the SCC travel grants; how people apply, what it covers and can SDT advertise on behalf of SCC? SDT also asked if it was possible to request a later Sunday sailing of the MV Shapinsay around 16:00 and had also asked if there were any plans to deal with the build-up of soil and weeds at edges of the pavements around the village as the area is looking uncared for. Members discussed all of the above issues, and it was:

Resolved:

1. That the Community Council Liaison Officer would source the most up to date criteria and amounts used by other CCs for members to review at the next meeting.
2. That members agreed that an additional later Sunday sailing of the MV Shapinsay, around 16:00, would be welcomed by the community, and that a request should be submitted to Orkney Ferries via Democratic Services.
3. That members agreed that the weed situation around the village was starting to make the area look uncared for and that the Community Council Liaison Officer would request the visit of an OIC street sweeper lorry on a regular basis to Shapinsay, on behalf of SCC.

H. MV Shapinsay Service Disruption – Liam McArthur MSP

An email from Liam McArthur MSP on the 16 January had been circulated to members, which confirmed his support to SCC on the issues raised, and confirmation that he had written to Orkney Ferries for an update, and it was:

Resolved to note the information.

I. SCOTO Community Tourism Roadshow

Information had been circulated to members regarding the Scottish Community Tourism Roadshow 2023. The Orkney event was being held on 10 March, with a further Orkney and Shetland virtual meeting on the evening of Thursday, 16 March, and it was:

Resolved to note the information and to share via the CC Facebook page.

J. Letter from Stephen Brown, Chief Officer, Orkney Health and Social Care Partnership

A letter dated 13 December was circulated to members from the OHAC Chief Officer, confirming that the proposed move to NHS24 for the isles had currently been put on hold to allow for further discussion and consultation, and it was:

Resolved to note the information.

K. Memorials Update and Reminder

A letter was circulated to members from OIC confirming that a press release would be issued aimed at encouraging and reminding the Orkney public to check OIC's list of memorials identified as needing remedial work to 'make safe', and to get in contact with the burials team if a memorial/headstone they care for is listed, and it was:

Resolved to note the information as there were currently no Shapinsay memorials on OIC's list.

L. Shapinsay – Introduction of Wheelie Bins

An email from OIC on 1 February was circulated to members confirming plans were underway to roll-out wheelie bins to Shapinsay with bin collections starting mid-March. A further letter from OIC would go out to Shapinsay residents next week asking for their bin requirements, and it was:

Resolved to note the information and monitor the situation, helping residents with any queries if required.

M. Covid Recovery in Local Communities

An email was circulated to members from the OIC Covid Recovery Officer to ask if there is anything which the community valued doing before Covid that hadn't returned. Support and advice on Covid recovery was available up until March 2023 if required. Covid home lateral flow tests were available, expiry date December 2023, for community use if required, and it was:

Resolved that the Clerk would request a supply of Covid home lateral flow tests for use by the community, to be placed in the portacabin at Shapinsay pier.

6. The Smithy

It was reported that the renovation of the Smithy had started and SDT had not yet made any decisions about the items which they may want to purchase, but will be in touch with the Community Council in due course, and it was:

Resolved:

A. That SCC would await contact from SDT with regards to any request for help purchasing equipment.

B. That the Smithy would now be removed as an item from the SCC Agenda.

7. Consultation Documents

A. Comments on 20mph Speed Limits – Island Schools

A consultation on 20mph speed limits around island schools had been previously circulated to members, and their comments had been submitted to OIC Roads Support, and it was:

Resolved to note that the Community Council Liaison Officer would circulate the plans to members once they had been approved.

B. Orkney Ferries Booking System

Members were advised that Orkney Ferries were seeking the views from island Community Councils on their booking systems, tickets, payments, invoicing, accounts and customer interactions. This email had been circulated to members, who agreed that it would be best to seek feedback from Shapinsay residents on this, and it was:

Resolved:

1. To publish the questions on the Shapinsay Residents FB page and Shapinsay Community Council FB page to enable residents to respond by comment or private message.
2. That any feedback received would be collated by members and passed to Democratic Services to forward to Orkney Ferries by the deadline of the end of February 2023.

C. Orkney Islands Area Licensing Board – Overprovision Assessment

A consultation had been previously circulated to members regarding whether there was overprovision of licensed premises in particular localities within the Orkney Islands Area. The email was circulated to members with comments required by 17 March 2023, and it was:

Resolved to note the information with no further comments.

8. Financial Statements

A. General Finance Statement

Following consideration of Shapinsay Community Council's General Finance statement as at 18 January 2023, it was:

Resolved:

1. To note the estimated balance of £5,469.13
2. To amalgamate the balance remaining in the Smithy Fund (£5,895.68 as at 18 January 2023) with the General Fund, which would be actioned by the Community Council Liaison Officer ahead of the next meeting.

B. Community Council Grant Scheme

Following consideration of the 2022/2023 Community Council Grant Scheme statement as at 18 January 2023 it was:

Resolved:

1. To note that there was £176.45 remaining in the main capping limit, £411.01 remained in the additional capping limit, and £719 remained in the island capping limit.

2. To note that claims were outstanding for the Shapinsay Picnic Insurance and the Shapinsay Christmas Celebrations, and that these would be chased up by the Clerk.

C. Community Development Fund

Following consideration of the Community Development Fund statement, it was:

Resolved to note that £3,627.53 remained available for allocation as at 18 January 2023.

D. Seed Corn Fund

Following consideration of the Seed Corn Fund statement, it was:

Resolved to note that £3,400 remained available for allocation as at 18 January 2023.

9. Financial Requests

Resolved to note that there had been no financial requests since the last meeting.

10. Reports from Representatives

A. Transport Representative

The Transport Representative reported that the MV Thorsvoe would be replacing the MV Shapinsay during February/March while the annual service was being carried out and then for the duration of the summer timetable. He also advised that the two additional day trips for MV Shapinsay had been agreed by Orkney Ferries and the dates would need to be submitted once the community views had been considered. Members also heard that the request for an extra Sunday sailing during the winter timetable was being considered by Orkney Ferries, and it was:

Resolved:

1. That the CC would ask the community for their preferred dates for the two additional ferry crossings and discuss at the next meeting.

2. That the Community Council Liaison Officer would chase up Orkney Ferries for a decision on the extra Sunday sailing.

B. Planning Representative

Resolved to note that there was nothing to report in relation to planning.

C. Shapinsay Development Trust Representative

Resolved to note that there was nothing new to report in relation to SDT.

11. Publications

The following publications had been previously circulated and were noted by members:

- VAO Newsletter – November and December 2022 and January 2023.
- Letter from School Place – December 2022 and January 2023.
- Orkney Harbours Offshore Wind Newsletter – December 2022.
- Message from Scottish Water (noted that Mrs E Chaney will complete the on-line survey on behalf of SCC).
- VAO: Training and Funding Update – November 2023.

12. Any Other Competent Business

A. Health and Care Representative Shapinsay CC

The Community Council Liaison Officer explained that it has been requested that each Island Community Council nominates a Health and Care Representative. This representative will be copied into relevant reports, attend meetings and represent the CC in health and care matters, and it was:

Resolved that members nominated the Chair and Vice Chair to represent SCC in health and care matters.

B. Election to Vacancies on Shapinsay CC

The Community Council Liaison Officer explained the process to advertise the two vacancies on SCC to the community, this can commence from 10 February onwards. She advised that OIC would hold a public meeting to elect new members if there is interest in the positions, and it was:

Resolved that the CC would advertise the vacancies on SCC Facebook page and the Shapinsay Sound. The response will be monitored and OIC kept informed.

C. Scottish Sea Farms – Pre-Planning Application

The Community Council Liaison Officer explained that she had received a notification from Scottish Sea Farms regarding their pre-planning application for the proposed new farm development in Veantrow Bay, Shapinsay. Scottish Sea Farms were having to review the planned location of the farm which required further surveys to be conducted, and this would delay the Shapinsay public meeting till May/June 2023, and it was:

Resolved that OIC/members would await an update from Scottish Sea Farms with details of their revised pre-application and timescale for a public drop-in event on Shapinsay.

D. Shapinsay Sound

Mrs E Chaney suggested that each month SCC put a piece in the Shapinsay Sound telling the community what the CC was doing. It was agreed by members this was a good idea, and it was:

Resolved that Mrs E Chaney would put together a short piece and pass this information to SDT each month for publication.

E. Bag the Bruck

Members asked if the date for Bag the Bruck or any other collection could be changed to an alternative date and what the total amount of the grant was, and it was:

Resolved to note that the Community Council Liaison Officer explained that the collection can be at any time, not only as part of Bag the Bruck, if agreed by the CC, and that the maximum grant available through CCGS is £300 per financial year.

F. King's Coronation Celebration Fund

Members asked when details will be released regarding funding for events around the King's Coronation, and it was:

Resolved that the Community Council Liaison Officer will notify SCC as soon as more information was available.

G. SAS – Air Ambulance – Landing on Shapinsay

Members requested clarification on whether the Air Ambulance could land on Shapinsay, and if so, where, and were landing lights required, and it was:

Resolved that Councillor Melissa Thomson would ask these questions at the next First Responder meeting with SAS, and that the Head of Property, Asset Management and Facilities would also raise the issue.

H. Flooding around Shapinsay School Area

Members raised the problem of flooding around the school area recently, and it was:

Resolved that the Head of Property, Asset Management and Facilities would take this issue forward next week and feedback to the Community Council Liaison Officer.

14. Date of Next Meeting

Following discussion of possible dates for the next meetings, it was:

Resolved that the next meetings of Shapinsay Community Council would take place on Thursday, 30 March 2023 at 19:00 and Thursday, 8 June 2023 at 19:00.

15. Conclusion of Meeting

There being no further business, the Chair declared the meeting concluded at 21:05.