

Minute of the Meeting of Shapinsay Community Council held in Shapinsay Community Centre and via Teams on Thursday, 11 September 2025 at 19:30

Present:

Mrs Leanne Bews, Mrs Esther Chaney, Miss Phoebe Dunnett, Mr Colin Leslie and Mr Gavin Rendall.

In Attendance:

- Councillor Heather Woodbridge (via Teams)
- Mrs Jackie Montgomery, Empowering Communities Liaison Officer/Interim Clerk.

Order of Business

1. Apologies	2
2. Adoption of Minutes	2
3. Matters Arising	2
4. Correspondence	5
5. Consultation Documents.....	6
6. Financial Statements	6
7. Financial Requests	7
8. Reports from Representatives	8
9. Publications	8
10. Any Other Competent Business.....	9
11. Date of Next Meetings	10
12. Conclusion of Meeting	10

1. Apologies

Resolved to note that apologies for absence had been received from Mrs J Noble and Mrs E Phillips, and Councillors S Clackson and M Thomson.

2. Adoption of Minutes

The minute of meeting of Shapinsay Community Council held on 26 June 2025 was adopted, being proposed by Mrs E Chaney and seconded by Mr C Leslie.

3. Matters Arising

A. Funding for Pathways – School Path

After hearing a report from the Chair providing an update on a meeting she had attended with various stakeholders regarding the path, it was:

Resolved to note that Orkney Islands Council was going to redraw the plan and determine project ownership, following which they would report back to the community council.

B. Shapinsay Hydrogen Plant Removal

After hearing a report advising that the de-gassing of the hydrogen had been completed and that the removal of equipment had been contracted out and a date for the work was awaited, it was:

Resolved to note the content of the report.

C. Bike Shelter at School

After hearing a report advising that the fascia parts had been removed and that the Building Inspector was aware that the community council wished to be kept informed of any plans, it was:

Resolved to note the content of the correspondence.

D. Yacht at Shapinsay Slipway

Resolved to note that no further information was available.

E. Burroughston Broch

After hearing an update advising that additional cuts had not been arranged, it was:

Resolved:

1. That, prior to the 2026 cutting season, the contractor would be asked if they would include an additional strim at the entrance to the Broch.
2. That the additional strim at the entrance should be included in the tender document for 2027.

F. Floodgates - Kirkwall Pier

The Interim Clerk advised a response had been received in April 2025 which was subsequently passed round members, and it was:

Resolved:

1. To note the content of the correspondence.
2. To advise, via the business letter to Democratic Services, that members wished to see a hinged pedestrian gate fitted.

G. Shapinsay Waiting Room – Kirkwall Pier

Members noted that the main area of the waiting rooms had been painted, however the graffiti had not been removed from the cubicles, and no painting had been done in the toilets. It was also noted that the urinals in the gents' toilets were still leaking and running over the floor, and it was:

Resolved that photos would be forwarded to Democratic Services for onward reporting.

H. Flooding at Shapinsay School

Following consideration of correspondence from Orkney Islands Council advising members that plans were being made for alterations to be made to the culvert, it was:

Resolved to monitor the situation.

I. Land below Helliar View

Members were advised that contact had been made with GCU and that a response was awaited. Mr C Leslie suggested that the bales that were on the area should be removed, and the grass cut and removed as well. He also suggested that the land should be ploughed, broken in and then sown including wildflowers. Ms E Chaney advised on the "Species on the Edge" project and how they may be able to advise on what best to plant, and it was:

Resolved:

1. That the Chair would try and arrange for the bales to be removed from the area and to ask about having the grass cut and removed soon. If it were not possible to get this arranged before the next meeting, then a tender for this would be drawn up.
2. That a tender document should be drafted for the area to be ploughed, broken in and re-seeded in 2026.

J. Drainage at OHAL properties

The Interim Clerk advised members that Orkney Islands Council had advised that contact should be made with OHAL, and it was:

Resolved to note that the Interim Clerk would contact OHAL regarding the drainage problem that had been identified.

K. Winter Service Plan – Hill Road

Members were advised that their suggestion for a change of route had been taken on board and would be incorporated without any additional cost or resources, and it was:

Resolved to note the content of the report and to thank the Roads team for giving the suggestion consideration.

L. Parking at Shapinsay Slip, Kirkwall Pier

The Interim Clerk advised that signage had now been erected at the pier. Members noted that there still seemed to be a problem identifying the area that was within the jurisdiction of the OIC car park, and it was:

Resolved:

1. To note the content of the report and to thank the relevant officers for getting this in place.
2. To ask Orkney Islands Council if clearer instructions could be put up regarding the parking area under the OIC car park regulations.

M. Kirkyard Wall

The Interim Clerk advised that the weeds at the kirkyard wall had been reported however additional information was required, and it was:

Resolved to advise that due to there being no verge along the roadside the weeds were growing between the road edge and the wall.

N. Health and Care

Members were advised that NHS Orkney had indicated that Shapinsay Community Council would be included in any further recruitments to the island and apologised that this had not happened during the last recruitments, and it was:

Resolved to note the content of the report.

O. Travel Grant Criteria

Following discussion of travel grant criteria used by other community councils and what would work for Shapinsay Community Council, it was:

Resolved that Shapinsay Community Council would set the following travel grant criteria:

1. Within Orkney - £20 capped at £100 per financial year (April to March).
2. Out with Orkney - £60 capped at £300 per financial year (April to March).

3. Foreign - £100 capped at one application per financial year (April to March).
4. This policy applies to persons aged 18 years or under and resident within the Shapinsay Community Council area.
5. This policy does not preclude applications from persons aged over 18 years being considered on individual merit.

4. Correspondence

A. Neven Point

Members considered correspondence from A Kelly, copies of which had been previously circulated, regarding the proposed wind turbines at Neven Point. Members also discussed how, previously, the planning representative had received planning lists showing all the validated applications and how this no longer happened as it was only a link that was provided, and it was:

Resolved:

1. To note the content of the correspondence.
2. To forward members concerns regarding the present system of alerting members to planning applications.

B. SDT - Resilience Hub

Following consideration of correspondence from Shapinsay Development Trust, copies of which had been circulated to members previously, regarding the provision of a resilience hub in Shapinsay, it was:

Resolved:

1. That a joint meeting between the Community Council and the Development Trust should be held regarding the provision of a resilience hub.
2. That Orkney Islands Council's Safety and Resilience Manager should be invited to the meeting.

C. TWP Small Donations Funds for Communities Launch

Following consideration of correspondence from Thistle Wind Partners advising of their small donations fund for local communities in Orkney and Caithness, which had previously been circulated to members, it was:

Resolved to note the content of the report.

D. Roads Support Responses to WSP Comments

Resolved to note that this item had been discussed at Item 3 K.

5. Consultation Documents

A. OIC (20mph Speed Limit) (Various Roads on Orkney Mainland and Isles) Order 2025

Members had previously been sent correspondence regarding the 20mph speed limit consultation for various roads in Orkney, which had been shared with the community and previously responded to, and it was:

Resolved to note the content of the correspondence.

B. Our Orkney, Our Future

Following consideration of correspondence from Orkney Islands Council, which had previously been sent round members, advising of the 'Our Orkney, Our Future' project to gather the views of local people and industry in the county, it was:

Resolved to note the content of the correspondence and that this had been shared locally.

C. Survey on Coastal Change

Following consideration of correspondence from C Reilly at Heriot-Watt University, which had been circulated to members previously, advising on a survey on coastal change, it was:

Resolved to note the content of the correspondence.

D. Transport Scotland Drop-In Sessions – NIFS Contract

Following consideration of correspondence from Transport Scotland, which had previously been sent to members, advising of the drop-in sessions about the next Northern Isles Ferry Services contract, it was:

Resolved to note the information provided.

6. Financial Statements

A. Annual Account

Following consideration of Shapinsay Community Council's Annual Accounts for 2024-2025, it was:

Resolved to note the content of the accounts.

B. General Finance

Following consideration of the Shapinsay Community Council General Fund statement as at 27 August 2025, it was:

Resolved to note the estimated balance of £13,897.32.

C. Community Council Grant Scheme

After consideration of the Shapinsay Community Council Grant Scheme statement as at 27 August 2025, it was:

Resolved to note the balance remaining for approval was £1,826.09 in the main capping limit and £780 and £755 in the additional categories.

D. Community Development Fund

Following consideration of the Shapinsay Community Development Fund statement as at 27 August 2025, it was:

Resolved to note that £8,627.53 remained for allocation.

E. Seed Corn Fund

Following consideration of the Seed Corn Fund statement as at 27 August 2025, it was:

Resolved to note the balance remaining for allocation of £3,400.

7. Financial Requests

A. Travel Grant – S Dunnet, Climbing

Members considered correspondence from M Dunnett regarding five trips to the Youth Climbing Series Climbing Competition for S Dunnet, and it was:

Resolved to award £250 towards the five trips from the general fund.

B. Travel Grant – E Rendall

Members considered correspondence from A Kirkpatrick regarding four trips to the Youth Climbing Series Climbing Competition for E Rendall, and it was:

Resolved to award £200 towards the trips from the general fund.

C. Travel Grant – J Chaney

Mrs E Chaney declared an interest in this item and took no part in discussion thereof.

Members considered correspondence from J Chaney regarding a trip to the Climb Scotland Fun Boulder competition for E Chaney, and it was:

Resolved to award £50 towards E Chaney's cost for the trip from the general fund.

D. SHA – Show Insurance

Members considered a request from Shapinsay Horticultural Association for financial assistance towards insurance for their annual show, and it was:

Resolved to award £101.89 towards the insurance cost and that Community Council Grant Scheme should be applied for on the total cost.

E. Remembrance Wreaths

Following discussion regarding the purchase of a Remembrance Day wreath, it was:

Resolved that one Remembrance Day wreath should be purchased and that Community Council Grant Scheme assistance should be applied for on the cost of £37.00.

8. Reports from Representatives

A. Transport

The Transport Representative gave an update from the August Transport Forum which included topics such as bus connectivity, under 22 travel vouchers which had been well received and excursions, particularly Sunday excursions. It was noted that Arch Henderson would be attending the next meeting to give a presentation on the Ferry Replacement Programme and the Orkney Harbour Masterplan Phase 2, and it was:

Resolved to note the content of the report and that the Transport Representative would put in requests for next year's Sunday excursions.

B. Planning

Resolved to note that the Planning Representative advised that they had nothing to report.

C. Shapinsay Development Trust

Resolved to note that there was no report for this meeting.

D. Health and Care

The Health and Care representatives advised that there had not been a meeting of the Joint Isles Health and Care group since the last community council meeting however they would continue asking for the SOPS to be distributed to the community, and it was:

Resolved to note the report.

9. Publications

The following publications had all previously been emailed to members and were noted:

- VAO Newsletter – June, July and August 2025.
- VAO Training and Funding Update – July and August 2025.
- Letter from School Place – July and August 2025.
- Scottish Rural Action Newsletter – August 2025.
- OIC - Childminder Training.

10. Any Other Competent Business

A. Bonfire Night

Members discussed the annual Bonfire Night, and it was:

Resolved:

1. That Bonfire Night would be held on Wednesday, 5 November 2025.
2. That Mr C Leslie would arrange for the purchase of fireworks up to a cost of £800.
3. That Community Council Grant Scheme assistance of £400 should be applied for towards the cost.
4. That the Interim Clerk would submit an application to the Development Trust for a SWAP grant of £400.
5. To note that the Community Association would provide the refreshments and that the Community Council would fund the cost of £40, and that Community Council Grant Scheme should be applied for on the cost.
6. That Mrs L Bews would complete the Event Management Plan and fire safety plans.
7. That Mr C Leslie would arrange the fire and fireworks and ask Mr B Moncrieff if he would be available to assist.
8. That Mrs E Chaney would advertise the event.

B. Christmas Tree Lighting

Following discussion regarding the annual Christmas Tree lighting ceremony, it was:

Resolved:

1. That the Christmas Tree lighting ceremony would be held on Friday, 5 December 2025.
2. That the Chair would complete the Event Management Plan.
3. That Ms P Dunnet would book the hall for the event.
4. That the Salvation Army would be invited to play at the event.
5. To contact the Trust to arrange a late boat following the event.
6. To submit a SWAP grant application for the cost of the late boat and refreshment for the event.
7. That the Community Association should be asked to arrange the food and refreshments and that Community Council Grant Scheme assistance should be applied for on the cost.

8. That a Christmas tree should be purchased from W Shearer and that Community Council Grant Scheme assistance should be applied for on the cost.

9. That Mr C Leslie would organise the lights for the tree.

10. That arrangement be made for the streetlights should be switched on prior to 5 December and switched off at the end of January 2026.

C. Christmas Tree Party

Following discussion regarding the annual Christmas Tree Party, it was:

Resolved to award a donation of £400 towards the cost of the event and that Community Council Grant Scheme assistance should be applied for on the cost.

D. Veantro Fish Farm

The Chair advised members that a member of the community had been in contact with the Community Council asking that the proposed expansion of the Veantro Bay Fish Farm be included in the agenda for this meeting as they wished to give a presentation, and it was:

Resolved to note that they had been advised that as the deadline for representations had already passed any representations made at this late stage would not be valid.

11. Date of Next Meetings

Resolved to note that the next three meetings of Community Council had been set for 20 November 2025 at 6.30pm, 5 February 2026 and 23 April 2026.

12. Conclusion of Meeting

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