

Minute of the Meeting of Shapinsay Community Council held in Shapinsay Community Centre and via Teams on Thursday, 22 August 2024 at 19:30

Present:

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

In Attendance:

- Councillor S Clackson.
- Ms D-C Hunter, Service Manager, Safety and Resilience (via Teams).
- Mrs L-M Muir, Shapinsay Development Trust Manager.
- Mrs J McGrath, Community Council Liaison Officer/Interim Clerk.

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1. Apologies

Resolved to note that apologies for absence had been received from Councillors M Thomson and H Woodbridge.

2. Adoption of Minute

The minute of the meeting of Shapinsay Community Council held on 9 May 2024 was adopted, being proposed by Mrs E Phillips and seconded by Ms J Noble.

3. Presentation – Safety and Resilience Team

The Safety and Resilience Service Manager, Orkney Islands Council, provided a presentation on the responsibility of her team and what their individual roles were. She advised that they wanted to encourage resilience and be able to react to incidents and emergencies. She acknowledged that island communities face challenges that mainland areas don't, and that they "do" resilience every day. She advised that she hoped to work with each individual community on an Island Resilience Plan and to then update them regularly, and that any plan had to be community driven, and community supported. It was suggested that the community council could work together with the Development Trust on this, and it was:

Resolved:

A. To note the information provided.

B. That the Interim Clerk would liaise with Shapinsay Development Trust regarding a date for a special meeting to discuss the Island Resilience Plan.

The Safety and Resilience Service Manager left the meeting at this point.

4. Matters Arising

A. Bins

It was noted that no response had been provided regarding bins at benches/memorial, or at Helliar View, but members advised that the bin at the play park could be emptied more regularly by a school employee. They suggested again that bigger or more bins could be located at the cannons, especially in the summer months. The Community Council Liaison Officer advised that the street sweeper could potentially be deployed in the coming weeks, and members welcomed this, and it was:

Resolved:

1. To note the information provided.

2. To ask again for more/bigger bins at the pier and memorial, and for a large communal bin at Helliar View for residents rather than many smaller ones.

B. Road Repairs

Members were advised that the report from the last inspection visit had not been made available. They advised that there was a road that should have been tarred that had not been done.

C. Funding for Pathways – School Path

Resolved to note that there was no further update available at this time regarding the new path.

D. Shapinsay Hydrogen Plant Removal

Resolved to note that there was no further update available at this time regarding the removal of the equipment from Shapinsay School.

E. Bike Shelter at School

The Community Council Liaison Officer advised that this issue had been reported and was being looked into, and it was:

Resolved to note the update.

F. Kirkyard Grass Cutting Tender

The Community Council Liaison Officer advised that, following advice from the Head of Neighbourhood Services, the tender for the kirkyard grass cutting had been awarded to Mr A Bird, for a period of three years (2024 to 2026 inclusive). The full costs would be met by OIC, and it was:

Resolved to note the update.

G. Yacht at Shapinsay Slipway

It was advised that the removal of the yacht was now with a contractor, and it was noted that some of the work had already started, and it was:

Resolved to note the information provided.

H. Drainage/Hot Water at Shapinsay School

Resolved to note that there was no further update available on the drainage issues but that the hot water remained to be working.

I. NILPS Projects

The Community Council Liaison Officer advised that NILPS Officers were happy to include improvements to the area around the interpretation board at the Gas Works to their project, in the interests of safety, and that they would liaise with the contractor. They would also liaise with the contractor regarding work to the small gate at the kirkyard to get it operating more easily.

A member advised that the board in the kirkyard had not yet been installed, and also asked about maintenance of Burroughston Broch and whether this could be included in NILPS works, and it was:

Resolved:

1. To note the information provided.
2. That the Interim Clerk would ask NILPS when the interpretation board would be erected in the kirkyard.
3. That the Interim Clerk would make enquiries regarding Burroughston Broch and maintenance

J. Winter Service Plan 2024/2025

As no update was available, members again asked if it would be possible to receive some feedback on the comments they put forward as part of the last WSP consultation. They would like to know if their suggestions had been incorporated into the 2024/2025 plan, and if not, some reasoning as to why not, and it was:

Resolved to ask Roads Support, via the Business Letter to Democratic Services, if Shapinsay CC's comments had been incorporated into the new Winter Service Plan, and reasons why, if not.

K. Quiet Routes

Members advised that the second lot of monitoring posts had been erected since the last meeting, however these were in different positions to where they had been stated on the original plans. As the posts had been put up very close to abend in the road, where vehicles would naturally slow down, it was felt that this would be skewing the data, when in fact the speed vehicles would travel on those particular roads would probably be a lot faster in different areas. Members asked for further information on this, and it was:

Resolved:

1. To ask for a further update on the Quiet Routes proposal.
2. To note dissatisfaction of the members that the posts were not in the locations that had originally been intimated.

5. Correspondence

A. Orkney Ferries New Booking System

Members discussed correspondence from Orkney Ferries, copies of which had previously been circulated, regarding the new booking system which was now open, and the different functions it would have including being able to get a refund or amend bookings, and it was:

Resolved to note the information provided.

B. Orkney Ferries Sunday Opening

Correspondence from Orkney Ferries had previously been circulated to members, advising of new permanent opening hours for the Orkney Ferries offices in Kirkwall, and it was:

Resolved to note the correspondence and that members welcomed this news.

C. Digital Voice Roadshow – July 2024

Members had previously been sent information regarding drop-in sessions being hosted by BT relating to the change from analogue to digital phone services that was scheduled for completion in January 2027, and it was:

Resolved to note that the event had since passed.

D. Shapinsay Reflective Space

Following consideration of correspondence from L Barrington, copies of which had previously been circulated, regarding the proposed reflective space in Shapinsay, members agreed that they were supportive of this project. Members offered to fund the purchase of a recycled plastic bench, as had been purchased previously for other areas, if this was something that would be useful, and it was:

Resolved:

1. To respond to L Barrington offering a new recycled plastic bench for the area.
2. That if the group wished to take up the offer of the new bench, it would be purchased subject to CCGS funding approval.

E. Annual Grants 2024/2025

Members discussed correspondence from Democratic Services, copies of which had previously been circulated, advising of the annual grant amounts provided to each community council in the 2024/2025 financial year from Orkney Islands Council, and it was:

Resolved to note that Shapinsay Community Council had received an annual grant of £5,105.02 for 2024/2025.

F. Neighbourhood Services and Infrastructure CC Attendance

Following consideration of correspondence from the Corporate Director, Neighbourhood Services and Infrastructure, copies of which had previously been sent to members, it was:

Resolved to note that attendance at meetings by OIC Officers in this service would be reduced.

G. Orkney Towns Fund Community Workshop

Members had previously been forwarded information on a workshop in Kirkwall on 18 July 2024 to discuss and contribute ideas for the allocation of the £20 million Orkney Towns Funding, and it was:

Resolved to note the information and that the Chair had attended the session.

H. SSEN Community Fund

Copies of correspondence from SSEN had previously been circulated to members, advising of a new Powering Communities to Net Zero fund, which was open to applications, and it was:

Resolved to note the correspondence.

I. Notice of Fish Farm Application – Veantrow Bay

Members had previously been sent correspondence from Scottish Sea Farms, which provided information on a fish farm application which would soon be resubmitted under Major Plan requirements. Scottish Sea Farms were putting on two separate engagement events to give stakeholders the opportunity to comment ahead of any planning application submission. Members discussed the project, and it was agreed that as opinion was mixed on the island and turn out at the events was low, it would not be necessary for the community council to put in further representations at this stage, especially as the planning application had not yet been lodged, and it was:

Resolved to note the correspondence and discussion.

J. Ferry Replacement Programme Update

Copies of a PowerPoint presentation from the Transportation Manager had previously been circulated to members, providing a summary of the Outline Business Case recommendations and an update on the timescales for the Ferry Replacement Programme, and it was:

Resolved to note the information provided.

K. 2024 SURF Awards

Correspondence from SURF (Scotland's Regeneration Forum) had previously been sent to members, advising that applications were invited for this year's SURF awards for best practice in Community Regeneration, and it was:

Resolved to note the correspondence.

6. Consultation Documents

A. Orkney Matters 2 Meeting

Members had previously been sent an invite to the Orkney Matters 2 event in Shapinsay, which was held on 21 May. Members that had attended advised that it would have been good to have an idea of the topics and questions ahead of the event so that they could have been better prepared, and it was:

Resolved to note that the meeting had been arranged at short notice but that several members had attended.

B. Review of Gambling Policy

Information on the consultation on Orkney Islands Area Licensing Board's Gambling Policy had previously been circulated to members, and it was:

Resolved to note that Shapinsay Community Council had not submitted a response by the deadline of 28 June 2024.

C. Water Safety Questionnaire

Members had previously been forwarded information from the Safety and Resilience Officer on a survey which asked for views on water safety within the county, in order for the Council to develop their first water safety policy, and it was:

Resolved to note that the survey had closed on 11 August 2024.

D. 20mph Extents

A consultation on the proposed implementation of 20mph speed limits on all appropriate roads within Scotland by 2025 had been forwarded to members in June 2024, and members had discussed via email. There had been mixed opinion on the proposal, and it was:

Resolved to note that the response put forward by Shapinsay Community Council was that there was agreement that the village to the School House should be 20mph but that there was a mixed response on the rest of the areas being designated 20mph.

E. Survey – Community Preparedness

Correspondence from Helen Nicholson had previously been sent to all members, advising of a survey she was carrying out as part of her degree in Risk Management on Scottish Resilience, and Community Preparedness within Scottish Local Authorities, and it was:

Resolved to note that the survey had since closed.

F. Finfish Farming Spatial Guidance

Members had previously been sent information on the launch of the consultation on the Orkney Islands Marine Region: Finfish Farming Spatial Guidance, and it was:

Resolved to note that the consultation was open until 25 October 2024.

G. Orkney Islands Regional Marine Plan

Members had previously been sent information on the launch of the consultation on the Orkney Islands Regional Marine Plan, and it was:

Resolved to note that the consultation was open until 25 October 2024.

7. Financial Statements

A. General Fund

Following consideration of the Shapinsay Community Council General Fund statement as at 15 August 2024, it was:

Resolved to note the estimated balance of £13,513.09.

B. Community Council Grant Scheme

After consideration of the Community Council Grant Scheme statement as at 15 August 2024, it was:

Resolved to note that the main capping limit had a balance of £3,293.93 left to allocate, that £474 remained in the additional capping limit and that £740 remained in the island capping limit.

C. Community Development Fund

Following consideration of the Community Development Fund statement as at 15 August 2024, it was:

Resolved to note that the total remaining available for allocation was £8,627.53.

D. Seed Corn Fund

Following consideration of the Seed Corn Fund statement as at 15 August 2024, it was:

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

E. Annual Accounts 2023/2024

Resolved to note the annual accounts for Shapinsay Community Council for financial year ended 31 March 2024.

8. Financial Requests

A. Shapinsay School - Maths Challenge Trip

Members had previously been sent a request from Shapinsay School for financial assistance with the cost of a pupil travelling to Aberdeen to collect a prize at the Scottish school's Maths Challenge awards, and it was:

Resolved to note that a general fund donation of £50 had been agreed via email.

B. Shapinsay Agricultural Show Insurance

Members had previously been sent a request from Shapinsay Agricultural Society for financial assistance towards the cost of insurance for the Shapinsay Show, and it was:

Resolved to note that members had previously agreed to fund this via CCGS, at a cost of £252.60.

C. Shapinsay Horticultural Show Insurance

Members had previously been sent a request from Shapinsay Horticultural Association for financial assistance towards the cost of insurance for the Horticultural Show, and it was:

Resolved to note that members had previously agreed to fund this via CCGS, at a cost of £146.50.

D. H Keauffling – Plymouth Trip

Members considered a request from H Keauffling for financial assistance towards the cost of a trip to Plymouth as part of her studies through UHI Orkney for a Masters in Contemporary Art and Archaeology, and it was:

Resolved to award a donation of £50 towards the trip, which would be funded through CCGS.

E. S Dunnett - Youth Climbing Series Competitions

A request from M Dunnett for financial assistance towards S Dunnett's trips to Inverness, Aberdeen, Dundee and Kilmarnock for climbing competitions was discussed by members, and it was:

Resolved to award a general fund donation of £50 towards each trip, totalling £200.

F. E Rendall - Youth Climbing Series Competitions

A request from A Kirkpatrick for financial assistance towards E Rendall's trips to Inverness, Aberdeen, Dundee and Kilmarnock for climbing competitions was discussed by members, and it was:

Resolved to award a general fund donation of £50 towards each trip, totalling £200.

9. Reports from Representatives

A. Transport

E Chaney, who had attended the recent transport forum advised that they had been told at the Ferry Service Consultative Forum earlier in the week that special requests for changes to the timetable needed to be made sooner. There had been some progress with children's fares. Information on the ZEVl Trials was also circulated to members and they were asked to have a think about what they would like to see from the trial and the preferred timings for sailings, around the scheduled service already in place. The Development Trust Manager offered to assist with the consultation on this, and it was:

Resolved:

1. To note the discussion.

2. That Shapinsay Development Trust would work in conjunction with Shapinsay Community Council to collate suggestions on when the ZEVl vessels would run between Shapinsay and Kirkwall during the trial.

B. Planning

Resolved to note that there was nothing to report.

C. Shapinsay Development Trust

The SDT manager advised that they would be holding their AGM on 7 October, they were at the early stages of doing a five-year plan, the Rulinvoe renovation was nearly complete, and they had a suitable family interested and that the charity shop was up and running. She also advised that they had appointed an assistant manager and planned to do some local consultation on the marina project, and that the Balfour Cottage planning application had been resubmitted, but they expected it to be refused. They were also in the process of setting up a community hub for climate change, and had acquired an electric combi van in place of the two electric vehicles, and it was:

Resolved to note the update from SDT and that members should respond to the consultation on the five-year plan when they receive it.

D. Health and Care

Resolved to note that the last meeting was held on 10 June with no significant update in terms of Shapinsay, and that another meeting was due to be held on 9 September.

10. Publications

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

- VAO Newsletter – May, June and July 2024.
- VAO Training and Funding Update – May, June and July 2024.
- Orkney Ferries Statistics – May and June 2024.
- Letter from School Place – February, March and April 2024.
- SRA Newsletter – May and June 2024.
- Review of OLDP Newsletter – June 2024.
- OHAL Committee Recruitment Event – 3 July 2024.
- Letter from School Place – May, June and July 2024.
- ORSAS Quarterly Newsletter – June 2024.

11. Any Other Competent Business

A. Pier Car Park

Members advised that there were several cars that had been left in the car park for a significant period, and that there were items being dumped and grass cuttings in the corner, near the bike shelter, and it was:

Resolved:

1. That details of the abandoned cars would be forwarded to Democratic Services so that they could contact the relevant OIC officers.
2. That Mr C Leslie would contact the residents in this area regarding the dumped items and grass cuttings.

B. Fireworks Event

Members discussed the fireworks night, and what the arrangements should be this year. As it was the community council's event, it was agreed that they should purchase the fireworks this year and approach the Development Trust for funding towards 50% of the cost. The CC share would be covered by CCGS. The EMP would need to be completed and sent round relevant parties prior to the event, and the Community Association would be asked to take care of the refreshments and to put in a funding request if the costs cannot be covered by SCA. Following further discussion, it was:

Resolved:

1. That Mr C Leslie would liaise with the supplier regarding an order of fireworks for the event in November.
2. That Shapinsay Community Association would be asked to arrange refreshments for the event.
3. That the Interim Clerk would apply for CCGS to cover the cost of the fireworks, up to £800.
4. That the Interim Clerk would complete the EMP and circulate it to relevant parties for approval ahead of the event.

C. Tree Lighting Event

The Interim Clerk advised that a request had been received from Democratic Services for an event management plan ahead of the tree lighting ceremony in December. Members discussed plans for the event, and that arrangements would be the same as in previous years, with the Community Association arranging the refreshments, and it was:

Resolved:

1. That a Christmas Tree would be ordered from the usual supplier, subject to CCGS approval.
2. That the tree lighting event would be held on Friday, 6 December at 19:00.
3. That the Interim Clerk would contact the Salvation Army band and invite them to play at the event.
4. That the Chair would liaise with Shapinsay Community Association regarding hosting the event and organising refreshments.

5. That the EMP would be completed by the Interim Clerk.

D. Floodgates at Kirkwall Pier

A member advised that the floodgates had been deployed at Kirkwall pier however he was of the opinion that this was unnecessary, and that it was hampering access to the Shapinsay Slip from Harbour Street/Ayre Road. The only gate that had been left open was the one to access the car park on Ayre Road, meaning pedestrians had a longer route to access the ferry and no safe pedestrian walkway. Members agreed that closures should be communicated and advertised better and have again offered to post on the Shapinsay Community Facebook page to alert residents of any potential closures, and it was:

Resolved that the Interim Clerk would include this matter in the business of meeting letter to Democratic Services, asking that better communication happen around floodgate closures.

E. Signposts for Public Toilets

A member suggested that better signage was required for public toilets in Shapinsay, as many visitors had been turning up at the SDT office looking for a facility, and it was:

Resolved to ask, via the business letter to Democratic Services, if better signage could be considered for public toilets in Shapinsay village.

F. Weeds around Shapinsay Village

Members again noted that the street sweeper had not yet visited Shapinsay, and that there were a lot of weeds growing along the village, especially around the school, and between the school and the shop, and it was:

Resolved to notify the relevant department and ask, via the business letter, if action could be taken to address the weeds.

G. Transport Representative

Mr D Muir advised that he was no longer able to carry out the role of Transport Representative, and it was:

Resolved that Mrs E Chaney was willing to take on the role of Transport Representative and that Democratic Services would be advised of this change in office bearers.

H. Vacancy on Shapinsay Community Council

A member asked what the protocol was for electing someone to the vacancy on the community council, suggesting that the next meeting could be a public meeting if there was someone interested in standing. The Community Council Liaison Officer advised that if someone had come forward, then the meeting could be advertised and a public meeting held prior to the next general meeting, and it was:

Resolved that the vacancy would be advertised and, providing someone came forward who was interested, the next meeting would be preceded by a public meeting to elect to the vacancy on Shapinsay Community Council.

12. Date of Next Meeting

Following consideration of a date for the next meeting, it was:

Resolved that the next meeting of Shapinsay Community Council would be held on Thursday, 31 October 2024 at 18:45.

13. Conclusion of Meeting

There being no further business, the Chair declared the meeting closed at 21:20.