

# Minute of the Meeting of Shapinsay Community Council held in the Clubrooms, Shapinsay Community Centre, on Thursday, 23 April 2026 at 18:45

## Present:

Mrs L Bews, Mr C Leslie, Mrs E Chaney, Mrs J Noble and Mr G Rendall.

## In Attendance:

- Councillor S Clackson.
- Councillor H Woodbridge (via Teams).
- 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 Mrs E Phillips and Councillor M Thomson.

## **2. Adoption of Minute**

The minute of the meeting of Shapinsay Community Council held on 5 February 2026 was adopted, being proposed by Mr C Leslie and seconded by Mr G Rendall.

## **3. Matters Arising**

### **A. Funding for Pathways – School Path**

The Interim Clerk advised that assurances had been provided by the Service Manager, Development and Marine Planning, that the project would continue and have budget allocated to it this financial year, however things had been delayed due to resources in terms of Engineering staff, and it was:

Resolved to note the update provided and keep this item on the agenda.

### **B. Bike Shelter at School**

The Interim Clerk advised that the Building Inspector was awaiting information from the Education Department as to what should happen with the bike shelter, and it was:

Resolved to note the information and monitor the situation.

### **C. Burroughston Broch**

Mr C Leslie reported that he had spoken to the grass cutting contractor, and he was willing to carry out a cut on the additional area, whilst he was cutting the original part. Members agreed that this should be funded through CCGS, and it was:

Resolved:

1. That the Interim Clerk would send a letter to Mr Swannie thanking him for agreeing to carry out the additional cuts and confirming terms of contract.
2. That the grass cutting would be funded through CCGS, subject to approval.

### **D. Floodgates - Kirkwall Pier**

The Interim Clerk passed on information from the Flood Risk officer, who advised that there was no funding currently in place for work to install a gate rather than the existing flood barrier, but that they could possibly ask for a quote from the supplier for feasibility of getting external funding. Members suggested that a swinging gate could be installed, and it was:

Resolved:

1. That the Interim Clerk would put forward the CC's suggestion of a swinging gate.

2. To keep the item on the agenda and monitor the situation.

### **E. Shapinsay Waiting Room – Kirkwall Pier**

No further update had been provided. The Interim Clerk suggested that this could be put forward as a suggestion for the projects to be undertaken by Community Payback Unpaid Work Scheme, and it was:

Resolved:

1. To note that there was no update on this item but that the works had previously been recorded on the Council's repair system for action.
2. To put forward, via the business letter, the suggestion that this work could be carried out by Community Payback Unpaid Work Scheme.

### **F. Flooding at Shapinsay School**

An update from the Service Manager, Property and Capital Programme, was passed on by the Interim Clerk, which advised that the Engineering Team had recently been undertaking a procurement exercise for the drainage works and would soon be in the process of appointing a contractor and agreeing a start date for the works, and it was:

Resolved:

1. To note the information provided.
2. To ask, via the business letter, what progress was being made with the installation of a grate to ensure that this issue did not occur again.
3. To advise, via the business letter, that a lot of damage had been caused to the play park area and car park and that adjacent properties had been subject to flooding.

### **G. Land below Helliar View**

The Interim Clerk and Chair had no updates to provide, and it was:

Resolved:

1. That Mrs E Chaney would provide photos of the area to the Interim Clerk.
2. That the Chair would pass on contact details of the resident so that they could be contacted in relation to the removal of the bags of aggregate and other items.
3. To note that the fence would also need to be reinstated.

### **H. Parking at Shapinsay Slip, Kirkwall Pier**

Councillor S Clackson advised that there was no further update, and members were advised that the Deputy Harbour Master had since left his role at OIC, and it was:

Resolved that Councillor S Clackson would pursue this matter with the Harbours Department.

### **I. Kirkyard Wall**

Members had previously been sent an update from the Roads Support Team Leader, again advising that it would not be possible for them to address this, especially as it was outside the cemetery. A member reported that, since the update had been provided, a member of the public had taken some action to try and combat the weeds and that this would hopefully solve the problem, and it was:

Resolved to note the information provided.

### **J. Toilets at Gatehouse**

Since the last meeting, Mr C Leslie had provided photographs of the water damage in the toilets at the Gatehouse waiting room, and the Interim Clerk confirmed that the issue had been logged and photographs passed on, and it was:

Resolved to note the information provided and monitor the situation.

### **K. Overgrown Bushes in Village**

Mrs E Chaney advised that a letter was sent and the resident contacted, and that the matter had been addressed, and it was:

Resolved to note the information provided.

### **L. Abandoned Vehicles – Shapinsay Pier**

Since the last meeting, Mr C Leslie had provided photographs of vehicles which had been left for a significant period at both Shapinsay Pier and at the Shapinsay parking area at Kirkwall Pier. These had been reported by the Interim Clerk, via Democratic Services, to Environmental Health, who had advised that the vehicles had been recorded in their system to investigate, but due to various work pressures within the team, they would be unable to provide a timeframe for this investigation to be completed, but that it would be looked at as soon as possible, and it was:

Resolved to note the information provided and to monitor the situation.

### **M. Winter Maintenance Plan - Snow Clearing**

Members were advised that a "Meet the Buyer" event had been held at Orkney Auction Mart on 9 March to provide more information to anyone who was interested in tendering to carry out winter maintenance work, and that the deadline for tenders had since closed, and it was:

Resolved:

1. To note the information provided.
2. To ask OIC Procurement, via the business letter, if anyone had tendered for works in Shapinsay and if not, would they be willing to re-advertise locally, as members felt

the tender had not been well advertised and that contractors may have not been aware of the deadline.

## **N. Road Conditions**

The Interim Clerk confirmed that the report of poor road surface between Howe and Sands Road had been reported. Members also mentioned that the area going past Haughland was in a serious state of disrepair, and it was:

Resolved that the condition of the road at Haughland would be reported to the relevant section via the business letter.

## **O. Common Ground**

The Interim Clerk advised that she had not been able to ascertain whether there was any common ground in Shapinsay, and it was:

Resolved to note the information and hope that this would not become an issue.

## **4. Correspondence**

### **A. Briefing Note – Burial Grounds Grass Cutting**

A briefing note dated 9 February 2026 had previously been circulated to members, advising of the revised number of cuts to be paid for by OIC Burial Grounds budget going forward, following an earlier consultation exercise. There was no change anticipated for Shapinsay as the number of cuts funded by the Burial Grounds budget was to remain at 8, and it was:

Resolved to note the information and that the tender would be due for renewal in 2027.

### **B. Prepaid Paper Tickets and Bookings**

Correspondence from Orkney Ferries had previously been sent to members, advising that all paper tickets had now expired (as per the sale terms) and would no longer be accepted as a means of payment on board OF vessels. It also advised of new arrangements for prepayment for bookings.

Members expressed disappointment that there appeared to be little communication of fare increases, and that they would be keen to keep pushing for an islander discount. With Shapinsay being a commuter island and many residents travelling on a daily basis with no other means of getting to the mainland, it was agreed this would be extremely welcome, and it was:

Resolved:

1. To note the correspondence.
2. To ask Orkney Ferries if they could provide better forewarning of price increases.

3. That Councillors H Woodbridge and S Clackson would take the comments regarding islander discount on the internal ferries to the relevant officers within OIC and Orkney Ferries.

### **C. Orkney Marine Planning Stakeholder Update**

An update from the Orkney Islands Council Marine Planning team had previously been sent to members, advising that the team had recently received news that the Orkney Islands Regional Marine Plan had been formally adopted by Scottish Government Ministers, establishing a new statutory framework for managing marine activities out to 12 nautical miles from the coast. Following consideration, it was:

Resolved to note the information provided, and members' comment that it was welcome to have this plan adopted.

### **D. Isles Part-Time 20mph Update**

Correspondence from the Roads Support Team Leader regarding the failure of some of the equipment installed to implement the variable 20mph speed limits at some island schools had previously been circulated to members, and it was:

Resolved to note the correspondence and that as Shapinsay village had been assigned a permanent 20mph zone throughout this was not relevant to this island.

### **E. RBL Best Kept War Memorial**

Members had previously been sent correspondence from the Kirkwall Branch of the Royal British Legion, advising that entries were invited for the Best Kept War Memorial competition, and it was:

Resolved to note that the deadline had since passed.

### **F. Cycle Shelter at Shapinsay Pier**

Correspondence had been received from R Grainger in relation to bikes and other items that had been left in the cycle shelter for considerable periods of time, seemingly abandoned and therefore restricting access to commuters who wished to utilise the shelter for storing their cycles whilst in town. Members agreed that some items appear to have been left for quite some time and, following discussion, it was:

Resolved:

1. That the Interim Clerk would arrange signs asking residents to respect that the cycle shelter is primarily for temporary use, for cycles, and not a store.
2. That the Chair would also share this information via social media posts.
3. That the Interim Clerk would respond to the original correspondent, thanking him for raising the issue.

## **5. Consultation Documents**

### **A. Winter Service Policy 2026/2027**

A consultation on OIC's Winter Service Policy had previously been emailed to members, requesting comments, and it was:

Resolved to note that the deadline for comments had passed on 9 April 2026 and that no comments had been forwarded.

### **B. Verges Maintenance Plan 2026 Updates**

Members had previously been sent a consultation on the Verges Maintenance Plan, and a request for any areas requiring safety cuts, and it was:

Resolved to submit a comment that the community council would like to see the verges cut at the middle to end of June instead of in September as proposed.

Councillor H Woodbridge left the meeting at this point.

## **6. Financial Statements**

### **A. General Finance**

Following consideration of the General Fund statement as at 10 April 2026, it was:

Resolved to note the estimated balance of £11,556.31.

### **B. Community Council Grant Scheme**

After consideration of the 2025/2026 Grant Scheme statement as at 10 April 2026, it was:

Resolved:

1. To note the balance remaining for approval was £687.42 in the main capping limit and £690.12 and £755 in the additional and island categories.
2. To note that the balance remaining in application 152501 should be cancelled as the funds had not been claimed.
3. That £250 of funding in application 152503 should be carried forward to the new financial year, but that the two applicants who had not claimed within the deadline should be advised that their applications had been cancelled off.

### **C. Community Development Fund**

Following consideration of the Community Development Fund statement as at 10 April 2026, it was:

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

## **D. Seed Corn Fund**

Following consideration of the Seed Corn Fund statement as at 10 April 2026, it was:

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

## **7. Financial Requests**

### **A. J Chaney – Climbing – Edinburgh**

Mrs E Chaney declared an interest in this item and left the room during discussion.

Members considered a request for financial assistance from Mr J Chaney, copies of which had previously been circulated, towards a trip to Edinburgh on 28 March 2026 to compete in the final of the Climb Scotland Fun Climb competition. As the application had been received on 14 March and the event had taken place in the previous financial year, it was:

Resolved:

1. To award £50 towards this trip from the general fund, as per previous financial policy.
2. That the competitor would still be eligible for the maximum number of trips in the new financial year, where the new financial policy would be applied, being £60 per trip up to the sum of £300 between April and March.

### **B. Bag the Bruck 2026**

The Interim Clerk advised that two notes of interest had been received for taking part in Bag the Bruck, and it was:

Resolved:

1. To apply to utilise £300 available from CCGS towards Bag the Bruck.
2. That the £300 would be split equally between Shapinsay School Parent Council and Orkney Climbing Club, subject to proof of carrying out a clean, and provision of relevant claim forms to the Clerk no later than the end of the year (31 December 2026).

### **C. RNLI Fundraiser – Cost of Travel**

Mrs L Bews declared an interest in this item and left the room during discussion.

The Interim Clerk advised that an application had been received from Shapinsay Lifeboat Guild, requesting financial assistance towards the cost of travel for members of Orkney Accordion and Fiddle Club to play at a fundraising event, and it was:

Resolved to cover the cost of travel, being £93.40, subject to CCGS approval.

## **D. Startup Grant – Tern 360**

Mrs E Chaney declared an interest in this item and left the room during discussion.

The Interim Clerk advised that an application had been received from Mr J Chaney, for financial assistance towards starting up a Shapinsay-based social enterprise. Members were supportive, in principle, but due to the application only being received on the day of the meeting, it was:

Resolved to ask the applicant to fill in the appropriate forms and provide further information so that members could consider the request fully at the next meeting.

## **8. Reports from Representatives**

### **A. Transport**

The Transport Representative advised that Orkney Ferries had circulated information about the changeover of vessels for the summer timetable, with the Thorsvoe now in operation on the Shapinsay route. It was also raised that no further information had been received from OIC Transport or Orkney Ferries on the status of the ZEVI trial and what the proposed timetables would be. The Transport Representative also reminded members that Sunday Excursions would be operating in the summer, on the first Sundays of June, July and August, and that reminders should be put out to residents that the boat would be leaving Shapinsay at 08:00 on those Sundays. Following discussion, it was:

Resolved:

1. To note the update.
2. That the Transport Representative would advertise the Sunday Excursion dates and remind residents that the boat would leave early, and they may require to book.
3. To ask, via the business letter, if there was an update on the ZEVI trial and if further community consultation would be carried out in relation to the timetable.

### **B. Planning**

Resolved to note that there was no update available.

### **C. Shapinsay Development Trust**

Resolved to note that the first draft of the Place Plan had been completed and would be sent round for consultation, and that a May meeting was being arranged to discuss resilience.

### **D. Health and Care**

The Health and Care Representative advised that communication issues had been highlighted, and it had been noted that OLECG had not been providing updates to community councils during the recent incident with cable damage. Filling vacancies and selling locations as a “package” had been discussed, as well as the circulation of draft Standard Operating Procedures, as there had been confusion as to what was

now in place. The Representative also advised that some of Loganair's flight times had changed so that it did not fit in with internal ferry timetables, and that NHSO were going to raise this with Loganair. The Persons at Risk Database and Priority Routes on Isles was mentioned, and it was agreed that residents needed to be made aware that these databases exist. Following discussion, it was:

Resolved to note the information provided.

## **9. Publications**

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

- VAO Newsletter – February and March 2026.
- VAO Training and Funding Update – February, March and April 2026.
- Letter from School Place – February and March 2026.
- Orkney Ferries Statistics – February and March 2026.
- SRA Newsletter – February and March 2026.
- Community Payback Unpaid Work Scheme.
- Police Scotland Recruitment Event.
- Isles Special Collection Rota to 30 September 2026.

## **10. Any Other Competent Business**

### **A. Recycling**

A member raised the query of what was happening to the waste and recycling collected from Shapinsay for onward processing, and it was:

Resolved to ask, via the business letter, what happens to the waste and recycling collected from Shapinsay.

### **B. Vacancy for CC Member and Clerk**

The Chair advised that the Clerk had resigned since the last meeting and therefore recruitment would need to be done to try and get someone into the post. There also remained a vacancy on the committee, and it was:

Resolved:

1. That the post of Clerk would be advertised locally, with anyone interested to be directed to Democratic Services for further information.
2. That the vacancy on Shapinsay Community Council would be advertised locally, and if any interested individuals came forward, a public meeting would be organised ahead of the next general meeting.

## **C. Aggregate Scheme**

Members discussed whether to operate a scheme again this financial year for assistance with the cost of having aggregate delivered to the island for residents. Various options were discussed, and it was:

Resolved:

1. To advertise locally for notes of interest in an aggregate scheme, with a deadline falling before the next meeting.
2. That decisions would be made on how much CCGS to allocate to this scheme, and in which categories, once the notes of interest had been received.

## **11. Dates of Next Meetings**

Following consideration of dates for the next meetings, it was:

Resolved:

- A. That the next meetings of Shapinsay Community Council would be held on Thursdays 25 June and 10 September 2026 at 18:45 in Shapinsay Community Centre.
- B. That the next meeting may be preceded by a public meeting to elect to the vacancy on Shapinsay Community Council and would start at 18:30.

## **12. Conclusion of Meeting**

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