

Minute of the Meeting of Shapinsay Community Council held in the Shapinsay Community Centre and via Teams on Thursday, 5 February 2026 at 18:45

Present:

Mrs L Bews, Mr C Leslie, Miss P Dunnett, Mrs J Noble, Mrs E Phillips, Mrs E Chaney and Mr G Rendall.

In Attendance:

- Councillor S Clackson.
- Mrs L-M Muir, Shapinsay Development Trust (via Teams).
- Mrs J Montgomery, Empowering Communities Liaison Officer (via Teams).
- Ms C Kelday, Community Council Liaison Assistant/Interim Clerk.

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1. Apologies

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

2. Adoption of Minutes

The minute of the meeting of Shapinsay Community Council held on 20 November 2025 was adopted, being proposed by Mrs E Phillips and seconded by Mr C Leslie.

3. Shapinsay Development Trust

Mrs L-M Muir, Shapinsay Development Trust, provided an update on progress of the island resilience plan and the Local Place Plan for Shapinsay as the Trust's five-year plan did not meet all the requirements. She advised that the Trust were hosting a consultation day on 28 February 2026 covering different consultations including the LPP, and it was:

Resolved:

A. That Shapinsay Community Council would have a table at the Trust's open day on 28 February 2026.

B. That Mrs L Bews and Mrs E Chaney would update the Community Council information board ahead of the SDT open day on 28 February 2026.

C. That Mrs L Bews, Mrs E Chaney and Mr C Leslie would be available to assist at the open day.

Mrs L-M Muir left the meeting at this point.

4. Matters Arising

A. Funding for Pathways – School Path

The Chair advised there was no further update on this, however it was planned the project would be completed before 31 March 2026, and it was:

Resolved the Interim Clerk would ask for an update from OIC via the Business Letter.

B. Bike Shelter at School

The Chair advised that no update had been received however the Scottish Ambulance Service had been in discussions with OIC regarding storage facilities in the building and it was hoped the building would not be demolished, and it was:

Resolved that the Interim Clerk would ask for an update from OIC via the Business Letter.

C. Yacht at Shapinsay Slipway

No further information had been received, and it was:

Resolved to note that the yacht was still at the pier and that members would continue to monitor the situation.

D. Burroughston Broch

The Interim Clerk advised that the current tender for the grass cutting was in place until September 2026. Mr C Leslie advised he would speak with the current tenderer to request a cost for the additional work, and it was:

Resolved Mr C Leslie would request an amended quote from the current awarded tenderer.

E. Floodgates - Kirkwall Pier

The Interim Clerk advised there was no update on the Floodgates at Kirkwall Pier, and it was:

Resolved to request an update via the Business letter.

F. Shapinsay Waiting Room – Kirkwall Pier

Mr C Leslie updated that he had a video from the waiting room which could be shared with Democratic Services. The Community Council Liaison Assistant advised that this had been reported on Concerto, and it was:

Resolved to keep this item on the agenda.

G. Flooding at Shapinsay School

The Community Council Liaison Assistant advised that no response had been received from OIC regarding flooding at the Shapinsay School. Mr C Leslie advised that he also had a video showing the extent of the flooding problem which he would send to Democratic Services to pass on to relevant officers, and it was:

Resolved:

1. Mr C Leslie to share the video with Democratic Services
2. That the Interim Clerk would ask, via business letter, for an update on progress.
3. To suggest that if it was not possible for a pipe to be added, could the blockage in the drain be cleared meantime.

H. Land below Helliar View

The Chair advised that the items in the field awaited removal prior to the local contractor being able to commence work, and it was:

Resolved:

1. That the Chair would contact the resident regarding the removal of the garden waste.

2. That the Interim Clerk would contact Scottish Water regarding the removal of the roof off their storage hut.

3. That once this work was completed, the Chair would advise the local contractor to begin the initial works.

I. Drainage at OHAL properties

The Community Council Liaison Assistant advised that the drainage issue had been reported to OHAL, and they would send an officer out to review the area, and it was:

Resolved to note the information provided.

J. Parking at Shapinsay Slip, Kirkwall Pier

Members advised that parking at the Shapinsay Slip remained a problem. Mr C Leslie advised he would take photos of the abandoned cars. Following discussions, members advised that they would like a large, prominent sign as you come into the car park advising 'Ferry Users Only' to the right, and general parking to the left, and it was:

Resolved:

1. That Mr C Leslie would take photographs of the abandoned cars for reference.

2. That Councillor S Clackson would raise the signage issue with the relevant officer.

K. Kirkyard Wall

The Community Council Liaison Assistant advised that issue of weeds at the edge of the wall would fall under the remit of the Verge Maintenance Plan. Members were not satisfied with this response as it was not a verge, and it was:

Resolved the Interim Clerk should clarify, via business letter, the area in question is not a verge, and instead a tarmac road which required to be treated.

L. Grass Cutting Tenders

Resolved to note that the grass cutting tenders were in place for 2026.

M. Toilets at Gatehouse

The Community Council Liaison Assistant advised that no update had been received regarding the water damage at the toilets, and it was:

Resolved:

1. That the Interim Clerk would request an update for the next meeting.

2. That Mr C Leslie would forward pictures of the water damage to be sent on to the relevant officer.

N. Overgrown Bushes in Village

The Chair advised that the Interim Clerk had written to the owners of the household, and it was:

Resolved that Mrs E Chaney would follow up with the residents.

5. Correspondence

A. Community Transport Small Grant Scheme

Members discussed copies of correspondence, copies of which had been previously circulated, with regards to the Community Transport Small Grant Scheme, and it was:

Resolved to note the deadline had now passed.

B. IJB Service User Representative

Members considered correspondence from the Orkney Integration Joint Board who were looking for someone to join the board to represent views of service users, and it was:

Resolved to note the information provided.

6. Consultation Documents

A. HES – Properties and Collections Strategy

Members had previously been sent information from HES regarding a consultation on the new Properties and Collections Strategy, and it was:

Resolved to note the information provided.

B. Draft Winter Ferry Timetables - 2026/2027

Members had previously been sent the draft ferry winter timetables for consideration, and it was:

Resolved to note the content of the timetables.

C. SCDC - Trust in Government – Online Sessions

Members had previously been sent information an online event by Scottish Community Development Centre, and it was:

Resolved to note the event had passed.

D. SEPA - Safeguarding Scotland's Water Environment

Members had previously been sent information from SEPA on the consultation of significant water management issues, and it was:

Resolved to note the information provided and that the consultation was open until 3 March 2026.

E. Ayre Offshore Windfarm – Offshore Consent Application

Members had previously been sent information on the Ayre Offshore Windfarm consultation, and it was:

Resolved to note the information provided and that the consultation was open until 8 February 2026.

7. Financial Statements

A. General Finance

Following consideration of the General Fund statement as at 22 January 2026, it was:

Resolved:

1. To note the estimated balance of £12,071.10.
2. To request via the business letter that the Fireworks payment should be allocated to the Community Council Grant Scheme, as per the minute of 11 September 2026.

B. Community Council Grant Scheme

After consideration of the Grant Scheme statement as at 22 January 2026, it was:

Resolved:

1. To note the balance remaining for approval was £927.42 in the main capping limit and £719.40 and £755 in the additional categories.
2. That Mrs E Chaney would contact the Shapinsay Parent Council regarding a Bag the Bruck collection to submit their claim prior to 31 March 2026.
3. That the Interim Clerk would contact the recipients of the 2025-26 Road Scheme to submit their claims prior to 31 March 2026.
4. That Mrs L Bews would contact the Shapinsay School to submit their claim, prior to 31 March 2026.
5. That the Interim Clerk would contact Screen Machine to submit their claim prior to 31 March 2026.

C. Community Development Fund

Following consideration of the Community Development Fund statement as at 22 January 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 22 January 2026, it was:

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

8. Financial Requests

A. Shapinsay School – P7 Residential Trip to Hoy/Outdoor Education

Following consideration of a request from the Shapinsay School, copies of which had previously been circulated, for financial assistance on behalf of the P7 residential trip to Hoy in April 2026 and the Outdoor Education trip in August 2026, and it was:

Resolved:

1. To award £53.60 towards the trip from Community Council Grant Scheme, subject to approval.
2. To note Mrs E Phillips' disagreement to paying for adults' travel.

B. M Dunnett – Climbing – Inverness – Various

Following consideration of a request from M Dunnet, copies of which had previously been circulated, for financial assistance on behalf of her son to attend several climbing competitions on 31 January, 25 April and 20 June 2026, it was:

Resolved to:

1. Award £50 from the General Fund towards the trip on 31 January 2026.
2. To advise the claimant that they could be awarded £60 per trip from the General Fund towards the trips on 25 April and 20 June 2026 due to the revised travel policy coming into effect.

9. Reports from Representatives

A. Planning

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

Mr C Leslie left the meeting at this point.

B. Transport

The Transport Representative gave an update from the January Transport Forum which detailed that there were no changes to the Shapinsay timetable or changes to the price structure. In addition, she advised there were further technical problems with the ZEVI vessel, but it was due into service soon, plus the larger ZEVI vessel was due by December 2026 and engagement with the communities would be arranged prior to the vessels going into service, and it was:

Resolved to note the update provided.

C. Shapinsay Development Trust

This item was discussed at item 3 above.

D. Health and Care

The Health and Care representative provided an update from the December Joint Isled Health and Care meeting which included various topics, and it was:

Resolved to note the content of the report.

10. Publications

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

- VAO Newsletter – December 2025.
- VAO Training and Funding Update – January 2026.
- Letter from School Place – November and December 2025 and January 2026.
- Orkney Ferries Statistics – November and December 2025.
- SRA Newsletter – December 2025 and January 2026.
- NHSO – Near Me Appointments.

11. Any Other Competent Business

A. Tree Lighting

Following consideration of the Tree Lighting event, a query was raised regarding claiming the SWAP grant, and providing a donation to the Salvation Army, and it was:

Resolved:

1. That a donation of £50 should be made to the Salvation Army from the General Fund.
2. That Mrs L Bews would ask about claiming the SWAP grant.

B. Resignation

The Chair advised that Miss P Dunnet had submitted her resignation to the Community Council, and thanked her for her service to the Shapinsay Community Council, and that a public meeting would be required to fill the vacancy, and it was:

Resolved:

1. To note the resignation and that arrangements for a public meeting should be discussed with Democratic Services.

2. That Mr G Rendall took on the role of Community Council representative for the Shapinsay Community Association.

C. Abandoned vehicles on Shapinsay Pier

A member advised of the continuing issue with abandoned vehicles on the pier which was causing congestion and limited parking for pier users. Following discussion, it was:

Resolved:

1. That the Chair would ask Mr C Leslie to take photographs of the abandoned vehicles and send to the Interim Clerk.
2. That the Interim Clerk would request via business letter for this to be raised with Harbours and would forward the photos.

D. Winter Maintenance Plan

A member raised concerns that during the recent heavy snow fall in January, the lack of a snow plough on the island and roads being cleared with a tractor loader and small bucket had led to some roads being one track with no passing places. Following discussions where it was advised that farmers had assisted with the clearing of many of roads, it was:

Resolved that the Interim Clerk would request, via business letter, information on how locals can register to become snow clearing contactors on the isle, and to request a snow plough on the island/for the island to be included on the snow clearing plan.

E. Road Conditions

A member raised concerns regarding the condition of some roads on the island including potholes, and areas where GCU had been working and the road had not been adequately repaired and off lets which needed cleared. The section of road at Waterhouse to Sands Road needed repairs and it was noted that a request had previously been put for repairs to the road from Howe to Sands Road, however the wrong area had been repaired. As a result, the area from Howe to Sands Road was now desperately in need of repair, and it was:

Resolved:

1. That locals should be advised that they can report road issues on MyOrkney and advise if it has been caused by GCU works.
2. That the Interim Clerk should request, via business letter, that the section of road from Howe to Sands Road be repaired as a matter of urgency.

F. Common Ground

Due to the sensitive nature of this item, it was taken in committee.

A member raised concerns in relation to the use of common ground. Following discussion, it was:

Resolved that the Interim Clerk should request, via business letter, if it would be possible to ascertain if there was any common ground on Shapinsay.

G. Burial Grounds

A member asked if there had been an update on the Burial Grounds maintenance and the Community Council Liaison Assistant advised that a briefing note was due shortly, and it was:

Resolved to note the information provided.

H. Benches

A member asked if there was an update on the repair of Margaret Hamblin's bench, and it was:

Resolved to note that the bench was still to be repaired.

12. Dates of Next Meetings

Resolved to note that the next meeting of Shapinsay Community Council had been set for 23 April 2026 at 18:45.

13. Conclusion of Meeting

There being no further business, the Chair declared the meeting closed at 21:09.