

Minute of the Meeting of St Andrews and Deerness Community Council held in St Andrews Primary School and via Microsoft Teams on Wednesday, 14 June 2023 at 19.30

Present:

Mr L Flett, Mrs L McAdie, Mr I Rendall and Mr P Thomas.

In Attendance:

- Councillor J Moar.
- Councillor R Peace.
- Councillor G Skuse.
- Mr K MacPherson, Head of Property, Asset Management and Facilities.
- Mr A Rodwell, Head of Improvement and Performance.
- Mrs J Montgomery, Empowering Communities Liaison Officer.
- Mrs J Lennie, Clerk.

Order of Business

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1. Apologies

Resolved to note that apologies for absence had been received from Mr T Craigie.

2. Election of Office Bearers

A. Chairperson

Following a secret ballot, it was:

Resolved that Mrs L McAdie be appointed Chairperson of St Andrews and Deerness Community Council.

B. Vice Chairperson

Following a secret ballot, which did not provide a clear majority; with Mr I Rendall receiving two votes and Mr L Flett and Mr P Thomas one vote each. Mr P Thomas advised that he did not wish to be considered for this position and withdrew his name. A second vote took place between Mr L Flett and Mr I Rendall and this resulted in a tied vote with two votes each. The Vice-Chairperson was decided by lot by Councillor J Moar, and it was:

Resolved that Mr I Rendall be appointed Vice Chairperson of St Andrews and Deerness Community Council.

C. Planning Representative

Unanimously, it was:

Resolved that Mr T Craigie be appointed Planning Representative for St Andrews and Deerness Community Council, subject to the Clerk contacting him for his agreement.

D. Contact member for Grass Cutting Contractors and Inspector of Kirkyard's

Following discussion, it was:

Resolved that Mr I Rendall would be the contact member for grass cutting contractors in St Andrews and Mr P Thomas in Deerness, and each would inspect their respective areas Kirkyard's on behalf of the Community Council.

Mrs L McAdie took the Chair and welcomed all to the meeting. She introduced the Head of Improvement and Performance, and he advised that he planned to attend Community Council meetings and to listen and provide assistance and support to Community Councils. She also introduced the Head of Property, Asset Management and Facilities and he advised that he wished to hear the challenges Community Councils face and to provide them with support.

3. Adoption of Minute

The minute of the meeting held on 22 March 2023 was approved, being proposed by Mr P Thomas and seconded by Mr L Flett.

4. Matters Arising

A. Verge Maintenance Consultation Responses 2023

Following consideration of reviewed feedback from Community Councils to the Verge Maintenance Consultation 2023 and the Roads Design Officer's response, the Chair advised that she wished to further comment that single track roads are more dangerous and used by many walkers, cyclists, horse riders and others and should be cut at the same time as OIC cut the main roads. She advised that there was an argument for additional verge maintenance on these roads to save money and to stop verge maintenance staff having to return to the same area again. However, Mr P Thomas advised that the Road Design Officer was the expert in these matters and his view should be accepted, and it was:

Resolved to note this information.

B. Orkney Amateur Swimming Club (OASC)

Following consideration of a correspondence from OASC, in response to the new clause added to groups/organisations letter advising of award for funding; whereby this community council requests that an award of funding must be assigned to the St Andrews and Deerness resident individual's travel expenses and not the pooled group of traveller's fund. Currently, OASC advise that they use the pooled fund option however, they can adjust and individual applications can be made to this Community Council for their parish residents, in order that they are assigned the funding awarded by this Community Council and OASC request a response to their letter.

Following discussion, Mr P Thomas proposed that OASC should submit applications from the individuals travelling rather than from OASC and this was seconded by Mr I Rendall.

Further discussion took place regarding a travel assistance financial application policy and Mr P Thomas proposed and this was seconded by the Chair, that the additional clause created at the previous meeting was no longer required, whereby any payment awarded by this Community Council must only be used towards a local individual's participation in any event.

With regard to the financial application form, the Clerk advised that she had raised with the Chair that the newest version of the financial application form with BACS details had not included the request for submission of copies of most recent bank accounts and/or recent copies of any Bank/Building Society statements and that a clear policy was required to be notified to any applicant, in order to retain good public relations with applicants. The Chair advised that it would be possible to add a clause or further information to the financial application form with the BACS details. Mr P Thomas proposed that a clause be added to the financial application form whereby any group/organisation requesting funding over £500 must supply, along with the application, an indication of the organisation's current financial situation e.g. most recent accounts and/or copies of bank statement/s and all investments. The Chair also proposed that an electronic signature would be acceptable on the financial application form, and it was:

Resolved:

1. That the Clerk should write to OASC advising that members request that local residents travelling to swimming competitions submit their own completed financial application form to this Community Council. This would also apply to other groups/organisations that use the pool fund option.
2. That a clause is added to the financial application form; whereby any group/organisation requesting funding over £500 must supply, along with the application, an indication of the organisation's current financial situation e.g., most recent accounts and/or copies of bank statement/s and all investments.
3. That electronic signatures would be acceptable on financial application forms.

C. Ayrenergy Ltd

Members considered correspondence received from Ayrenergy Ltd regarding a further contribution for the year 2023 totalling £10,000 to the Ayrenergy fund. It was noted that this brings direct contributions to the fund of £50,000, and it was:

Resolved that the Clerk should write a letter of thanks to Ayrenergy Ltd.

D. 2023/2024 Education Grant

Following consideration of 2023/2024 Education Grant, and following discussion, it was:

Resolved:

1. That members approved to offer a 2023/2024 Education Grant.
2. That the education grant would be advertised on the Community Council's website, local outlets, and at Orkney College and Kirkwall Grammar School.
3. That the education grant would have a set fund limit of £4,000 and that, following consideration of the annual education grant applications, any funding not disbursed would be returned to the main Ayrenergy Ltd fund.
4. That the closing date for Education Grant applications for 2023/2024 would be 19 August 2023, with no consideration given to late education grant applications.

5. Consultation Documents

A. Pre-Planning Consultation S4GI110 – Upper Stove, Deerness

Following consideration of the Pre-Planning Consultation S4GI110 – Upper Stove, Deerness, which required a response by 11 May 2023, it was:

Resolved to note this information.

B. Winter Service Plan 2023/2024

Following consideration of the Winter Service Plan 2023/2024, which required a response by 6 June 2023, it was:

Resolved to note that a corporate response had been returned to Democratic Services.

C. Boundaries Scotland

Following consideration of the consultation document, Boundaries Scotland, which had no proposed changes in Orkney and which required a response by 17 May 2023, it was:

Resolved to note that no response from members had been received.

D. Proposed New Traffic Order for Finstown, Orkney

Following consideration of the Proposed New Traffic Order for Finstown, Orkney, which requires a response by 30 June 2023, it was:

Resolved to note that members had no objection to the proposal for a new Traffic order for Finstown, Orkney.

E. Scottish Government: Planning Phase 3 of Permitted Development Rights Review

Following consideration of the Scottish Government: Planning Phase 3 of Permitted Development Rights Review consultation, which requires a response by 23 August 2023, it was:

Resolved to note that members would view this document and feedback any response to the Chair and Clerk, in order that a corporate response can be formed.

6. Correspondence

A. Coronation Events

Following consideration of correspondence from Democratic Services advising that an application for funding towards community events to celebrate the coronation of his Majesty King Charles III may qualify for funding, if a bid for funding to the Big Lottery Fund was successful however, if not Community Council's may wish to fund any event. Further correspondence from Democratic Services advised that the application to the Big Lottery Fund had been unsuccessful, it was:

Resolved to note that no events to celebrate the coronation had been held within either parish.

B. Orkneycommunities.co.uk

Following consideration of an invoice for website membership from Orkneycommunities.co.uk and their newsletter, it was:

Resolved that the Clerk progresses payment of the £45 invoice from Orkneycommunities.co.uk, subject to approval from the CCGS.

C. Orkney Islands Marine Region: Finfish Farming Spatial Guidance

Following consideration of correspondence from Democratic Services regarding the Orkney Islands Marine Region: Finfish Farming Spatial Guidance, a consultation for the proposed adoption of this guidance with public consultation events to be held this summer, it was:

Resolved to note the information provided.

D. Voluntary Action Orkney (VAO)

1. Third Sector Cost of Living Crisis

Following consideration of correspondence from VAO advising that the Third Sector Cost of Living Crisis Fund was open for applications and will close to applications on 28 April 2023, it was:

Resolved to note the information provided.

2. How Well Do You Know VAO Survey?

Following consideration of a survey from VAO inviting Orkney residents to evaluate how well the community understands VAO and what VAO does, it was:

Resolved to note the information provided.

E. Head Stone Works Update

Members considered correspondence from the Burial Grounds Officer, OIC, regarding a repair to a memorial in Hall of Tankerness Cemetery and that a memorial will be made safe in St Andrews Cemetery. He also advised that no memorial required work in Deerness Cemetery, and it was:

Resolved to note the information provided.

F. Annual Grants 2023/2024

Following consideration of correspondence from the CCLO advising that the 2023/2024 annual grant to this Community Council totalled £4,097.72, it was:

Resolved to note the information provided.

G. Community Council Health and Care Representative

Mr P Thomas declared an interest in this item.

Following consideration of correspondence from Democratic Services advising that Community Councils now have the opportunity to appoint a Health and Care Representative to represent their area in any discussions with the Integrated Joint Board/ NHS Orkney, it was:

Resolved:

1. That Mr L Flett is appointed this Community Council's Health and Care representative.
2. To note that Councillor G Skuse offered her support and assistance to Mr L Flett with regard to health and care issues.

H. White Ribbon Orkney (WRO) Status Project

Following consideration of correspondence from the WRO Steering Group requesting that WRO attend a meeting and give a short introduction to their work to end male violence towards women, it was:

Resolved to note the information provided.

I. Community Jobs

Following consideration of correspondence from two Community Payback Supervisors regarding the possibility of undertaking work in communities; whereby community groups/organisations could purchase/acquire materials for community projects and the Community Payback Service would provide the supervised labour for any works required, it was:

Resolved that the Clerk forward this information to St Andrews Community Association and Deerness Community Association.

J. Orkney Housing Association Ltd (OHAL) Committee Recruitment Event

Following consideration of correspondence from OHAL, inviting interested individuals to a "Come and Meet Us" drop-in event on 21 June 2023 with a view to recruiting new members to their committee, it was:

Resolved to note the information provided.

K. 25th Anniversary SURF Awards

Members considered correspondence from SURF inviting communities to apply for an award or the nomination of a project worthy of an award. The SURF awards provide an opportunity for regeneration projects of all sizes to demonstrate value to funders and partners, support team building and to develop a national profile with a deadline for receipt of applications of 4 September 2023. The newly upgraded St Andrews Primary School was considered a worthy project by members and Councillor G Skuse suggested that the Clerk could forward this information to St Andrews Parent Council for consideration and to progress the application, and it was:

Resolved that the Clerk writes to the St Andrews Parent Council (SAPC) regarding the invitation/opportunity of nomination of St Andrews Primary School to the 25th Anniversary SURF award and inviting SAPC to make the application accordingly.

L. Thank You Letters

Following consideration of thank you letter received from Ms S Delday, Orkney Amateur Swimming Club, Mrs K Groundwater and St Andrews Primary School for financial assistance provided, it was:

Resolved to note the contents of the correspondence.

7. Financial Statements

A. General Finance

After consideration of the General Finance statement as at 31 March 2023, it was:

Resolved to note that the estimated balance was £13,353.42.

B. Community Council Grant Scheme (CCGS)

Following consideration of the 2022/2023 Community Council Grant Scheme statement as at 31 March 2023, it was:

Resolved to note, that in the 2022/2023 financial year that projects totalling £2,147.00 had been awarded grant assistance from the CCGS.

C. Ayrenergy Ltd Fund

Following consideration of the Ayrenergy Ltd Fund Statement as at 31 March 2023, it was:

Resolved to note that the estimated balance was £10,511.46.

8. Financial Requests

A. East United Football Club (EUFC)

Mr I Rendall declared an interest in this item and left the meeting.

Following reconsideration of EUFC new improved financial application for the 2023 summer maintenance costs for St Andrews football pitch, it was:

Resolved, subject to Mr T Craigie's approval and approval from the CCGS, that EUFC be granted £714 for the 2023 summer maintenance costs for St Andrews football pitch.

Mr I Rendall re-joined the meeting at this point.

B. Deerness Community Association (DCA)

Following reconsideration of DCA's financial application for 2023 grass cutting cost; which was anticipated to be 13 cuts over the season, at Deerness Community Centre, it was:

Resolved to grant DCA £780 for the 2023 grass cutting maintenance at Deerness Community Centre, subject to approval from the CCGS.

C. St Andrews Community Centre Bowling Club (SACCBC)

Following consideration of SACCBC financial application towards the purchase of three new bowling mats for the club, members wished to request further information from SACCBC, and it was:

Resolved that the Clerk write to SACCBC requesting further information:-

1. Total cost of the three mats plus carriage etc.
2. A breakdown of the project costs and income from other funding sources and amount of funding requested from this Community Council.

D. St Andrews Community Association (SACA)

Following consideration of SACA financial application towards the purchase of the 2023 grass maintenance in areas surrounding St Andrews Community Centre (SACC), it was:

Resolved to grant SACA £250 for the 2023 grass maintenance in areas surrounding SACC, subject to approval from the CCGS.

E. Travel Assistance

1. St Andrews Primary School (SAPS) – 14 Local Pupils

Members considered correspondence from SAPS requesting travel assistance for fourteen local pupils' participation in a residential outdoor activities trip to Hoy in May 2023, and it was:

Resolved to grant SAPS grant assistance of £15 per local pupil totalling £210, subject to approval from the CCGS.

2. Angus Robertson

Members considered correspondence from Angus Robertson requesting travel assistance for his participation in British and Scottish Youth Weightlifting Squads training, and it was:

Resolved to award Angus Robertson the maximum travel grant totalling £240.

3. Orkney Amateur Swimming Club (OASC)

Members considered correspondence from OASC requesting travel assistance for one local boy's participation in the Inverness graded meet in March/April 2023, two local boys' participation in the Thurso Mini Meet in May 2023 and one local boys' participation in the Midsummer Meet in Lerwick in June 2023, it was:

Resolved to grant OASC £160.00 travel assistance grant.

4. Ellen Cooper

Members considered correspondence from Ellen Cooper requesting travel assistance for her attendance at the Under-17 Netball District National Finals in Edinburgh in April 2023, and it was:

Resolved to award Ellen Cooper a £40 travel assistance grant.

5. Amelie Nicolson

Members considered correspondence from Amelie Nicolson requesting travel assistance for her participation in two Highland dance competitions in Caithness in May and June 2023, and it was:

Resolved to award Amelie Nicolson two £40 travel assistance grants totalling £80.

9. Publications

The following publications had been made available for members to view and were noted:

- VAO – March, April and May 2023 Newsletter and Training and Funding Update – March, April and May 2023.
- Scottish Rural Action March, April and May 2023 Newsletter.
- Glasdon – Leaflet.

10. Any Other Competent Business - SSEN Resilient Communities Fund

Councillor R Peace referred the Clerk to an item, which had been omitted from previous discussion, and members gave consideration to the SSEN Resilient Communities Fund 2023. The Head of Property, Asset Management and Facilities advised that this was a sizeable fund which had been created to assist communities in rural areas who had incurred a SSEN loss of power and there was some merit for Deerness parish as they had incurred some power outage. A strong case would require to be made in any application. The Head of Improvement and Performance advised that a possible project could be the purchase of a generator for community centres or other public buildings and the associated plan for installation/connection of equipment and infrastructure to provide the necessary hook-up for any potential future power outage. Both officers present advised that they could provide more information to public groups wishing to forward an application to the fund and this could be requested through Democratic Services, and it was:

Resolved:

A. That the Clerk would forward information on the SSEN Resilient Communities fund to St Andrews Community Association, Deerness Community Association and Friends of St Ninians Kirk.

B. That further information and assistance with the SSEN Resilient Communities fund could be obtained from the Head of Property, Asset Management and Facilities

or the Head of Improvement and Performance by contacting them through Democratic Services, OIC.

11. Date of Next Meeting

The Chair advised that it was hoped that the next meeting would be a public meeting to elect two new members to St Andrews and Deerness Community Council. Any person wishing to be nominated must be a resident of either St Andrews or Deerness parish and must be included on the electoral roll, and it was:

Resolved that the next meeting would be held on 23 August 2023 in St Andrews Primary School at 19:30.

12. Conclusion of Meeting

There being no further business, the Chair declared the meeting closed at 21:15.