

# Minute of the Meeting of Shapinsay Community Council held in the Music Room, Shapinsay Community School, on Wednesday, 5 September 2018 at 18:30

## Present:

Mr C Leslie, Mrs L Bews, Ms L Leslie, Mr C Muir and Mrs E Phillips.

## In Attendance:

- Councillor G Sinclair.
- Mr A Blake, Ferry Services Manager, Orkney Ferries.
- Mrs J McGrath, Community Council Liaison Officer.

## Order of Business

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

## **1. Apologies**

Resolved to note that apologies for absence had been intimated on behalf of Mr S Garson and Ms F Summerfield, and Councillors S Clackson and K Woodbridge.

## **2. Adoption of Minutes**

The minute of the meeting held on 20 June 2018 was approved, being proposed by Mrs E Phillips and seconded by Ms L Leslie.

## **3. Matters Arising**

### **A. Surgery Times**

After hearing a report from the Interim Clerk advising members that a response had not been received from L McArthur MSP in this regard, it was:

Resolved that the Interim Clerk would get in contact with L McArthur MSP and ask for a response.

### **B. Scrap Cars**

The Interim Clerk advised members that one further application had been received for the scrap car scheme since the last meeting, and it was:

Resolved that the Interim Clerk would respond to the applicant and ask them to liaise with Mr S Garson, who was co-ordinating the scheme.

### **C. Shapinsay Slip Waiting Room, Kirkwall**

Following consideration of the correspondence from Democratic Services advising members that Marine Services had no plans to install CCTV in the waiting room for various reasons, the Ferry Services Manager added that resource was also a problem. However, members asked that the request be considered further with alternatives offered, and it was:

Resolved that Councillor G Sinclair would bring this issue up with Marine Services and ask for a fuller response and suggestions for a partial solution to the problem of anti-social behaviour at the waiting room.

### **D. Shapinsay Surgery Access**

After hearing a report from the Interim Clerk advising that a hand rail would be provided if the gradient of the path was steeper than 1:20, it was:

Resolved to monitor the situation.

### **E. Kirkyard Gates**

Following consideration of an estimate which had been provided by a local contractor for the replacement of the gates at Shapinsay Kirkyard, members noted that the cost figure was just an estimate, and asked that a quote price be requested. Members also asked if the remainder of the budget that had been set aside in the 5-year plan for replacing the gates could go towards the work, and it was resolved:

1. That the Interim Clerk would ask the local contractor for a quote rather than an estimate so that members could consider the matter further.
2. That the Interim Clerk would, via Democratic Services, enquire with the relevant Council section as to whether the remaining budget for the replacement gates could go towards the project.

## **4. The Smithy**

### **A. Purchase of Equipment**

Following consideration of prices which had been provided for different models of dishwasher, members agreed to discuss this with the current tenant. A quote was read out for repair of the oven, and members agreed to go ahead with getting the oven repaired, with the cost being covered by CCGS, subject to approval, and it was resolved:

1. That the Interim Clerk would submit a CCGS application for the amount of £300 towards the oven repair.
2. That purchase of a dishwasher would be discussed further at the next meeting.

### **B. Premises Licence**

The Chair advised that nothing had been done in this regard, and it was:

Resolved to discuss this matter at the next meeting.

### **C. Operator Agreement**

The Chair advised that the agreement was due to run out at the end of the month, and that the operator was unsure as to whether they would continue with their tenancy. Members agreed that a meeting should be set up with the operator and members of the Community Council, and that the relevant Council department should be asked again to consider what could be done to improve the building, as they felt that action was urgently needed, and it was resolved:

1. That the Chair would speak to the operator and set up a meeting.
2. That the Interim Clerk would contact the Works and Inspection Manager and ask for any update on what improvement work could be arranged.

## **5. Correspondence**

### **A. Police Scotland – Community Resilience Planning**

Following consideration of correspondence from Police Scotland, copies of which had been previously circulated, advising of the importance of Community Resilience Planning, it was:

Resolved to note the contents of the correspondence.

## **B. Scottish Water – Help Save Water**

Following consideration of correspondence from Scottish Water, copies of which had previously been distributed, asking communities to reduce their water usage, it was:

Resolved to note the contents of the correspondence.

## **C. Christmas Tree Lighting Ceremony 2018**

Following consideration of correspondence from Democratic Services, copies of which had previously been circulated, requesting details of the tree lighting ceremony for this year, it was resolved:

1. To note that the Christmas Tree Lighting Ceremony would be held on Friday, 7 December 2018.
2. That the Interim Clerk would submit the Event Management Plan (EMP) to Democratic Services by the deadline of 11 October 2018.
3. That the Interim Clerk would ask the Salvation Army if they would be available to play at the event.
4. That the remaining arrangements would be the same as the previous year and that Mrs L Bews would speak to the Handbell Group, the School, and book the hall.

## **D. Car Parking at Waterfront West Car Park, Kirkwall**

Following consideration of correspondence from Ms K Kemp regarding a parking fine she had received during the summer holidays, members agreed that they felt the treatment she had received had been unfair, and agreed that a letter should be sent to the Development and Infrastructure section, Orkney Islands Council, who had issued the fine, and it was:

Resolved that the Interim Clerk would draft a letter for the Chair to check prior to sending to Development and Infrastructure.

## **E. Headstone Inspection Process**

Following consideration of correspondence from Democratic Services, copies of which had previously been distributed, providing an update on the inspection process underway at the county's cemeteries, it was stated that the grass cutting contractor had reported a number of broken/dangerous stones, and it was:

Resolved to note the contents of the correspondence.

## **F. Accessible Transport**

Following consideration of correspondence from Transport Scotland, copies of which had previously been distributed, advising of an upcoming event to discuss Accessible Transport on Orkney, it was:

Resolved to note the contents of the correspondence.

## **G. Thank You Letters**

After hearing a report from the Interim Clerk advising members that correspondence had been received from Shapinsay Horticultural Association and one local parent, thanking members for financial assistance provided, it was:

Resolved to note the thank you letters.

## **6. Consultation Documents**

### **A. Orkney Local Biodiversity Plan**

Following consideration of the consultation document on the Orkney Local Biodiversity Plan, it was:

Resolved to note that no comments had been provided to the Interim Clerk prior to the deadline of 27 July 2018.

### **B. Review of Statement of Alcohol Licensing Policy**

Following consideration of the consultation document on the Statement of Alcohol Licensing Policy, it was:

Resolved to note that members had no comments to make on the consultation document.

## **7. Financial Statements**

### **A. General Finance Statement**

Following consideration of the General Finance statement, it was:

Resolved to note the estimated balance of £6,411.54 as at 20 August 2018.

### **B. Smithy Account**

Following consideration of the Smithy Account statement, it was resolved:

1. To note the estimated balance of -£120.41 as at 20 August 2018.
2. That the figure did not include £500 which had since been transferred into the account from General Funds, as agreed at the last meeting.
3. That the sum of £1,000 should be transferred to the account from General Funds.

### **C. Community Council Grant Scheme**

Following consideration of the Community Council Grant Scheme statement as at 20 August 2018, it was resolved:

1. To note that £1,799.83 remained available for allocation in the main capping limit.
2. To note that £370.16 remained available for allocation in the additional capping limit.

3. To note that £492 remained available for allocation in the island capping limit.
4. That outstanding claims in 151611 and 151714 should be chased up, and cancelled if not claimed by the next meeting.

## **D. Community Development Fund**

Following consideration of the Community Development Fund, it was:

Resolved to note that £6,315.53 remained available for allocation as at 20 August 2018.

## **E. Seed Corn Fund**

Following consideration of the Seed Corn Fund, it was resolved:

1. To note that £3,400 remained available for allocation as at 20 August 2018.
2. That the Interim Clerk would find out whether the amount approved under application reference SC1 could be used towards the purchase of a dishwasher for the Smithy.

## **8. Financial Requests**

### **A. Year of Young People Event**

Members resumed consideration of correspondence from Orkney's Year of Young People representatives, requesting financial assistance towards a Youth Talent concert, which had since taken place, and it was:

Resolved that no one from Shapinsay had taken part in the concert and therefore no financial assistance would be provided on this occasion.

### **B. Shapinsay Agricultural Association**

Members discussed correspondence received from Shapinsay Agricultural Association, which had been previously circulated by email, requesting financial assistance towards Shapinsay Show insurance costs and band travel, and it was:

Resolved to note that assistance of £252.60 for insurance and £120 for band travel had been agreed by members, and had been approved to be taken from CCGS.

### **C. Shapinsay RNLI**

Following consideration of correspondence received from the Shapinsay RNLI branch, which had been previously circulated by email, requesting financial assistance towards the cost of ferry travel for the Pipe Band and other musicians playing at the RNLI fete on 25 August, it was:

Resolved to note that a grant of £107.60 should be made towards the fares, subject to CCGS approval.

## **D. M Dunnett – Travel Grant**

Mrs E Phillips declared an interest in this item and was not present during discussion thereof.

Following consideration of correspondence received from M Dunnett, copies of which had previously been circulated, requesting financial assistance towards the cost of her daughter travelling to two separate University open days, it was:

Resolved to grant General Fund assistance of £50 per trip, totalling £100.

## **E. C Fereday Eshete – Travel Grant**

Following consideration of correspondence received from C Fereday Eshete, copies of which had previously been circulated, requesting financial assistance towards weekly travel to UHI's Orkney Campus, and the Course Residential Element to be held at Alness Campus, it was:

Resolved that a General Fund donation of £50 should be made towards the Alness trip.

## **F. Community Council Road Scheme**

Members noted correspondence that had been received from Shapinsay Development Trust, which advised that they felt the Road Scheme was not something that they should be involved with, and therefore could not contribute to the amount set aside by the Community Council to run the scheme.

Members then considered the list of 18 applicants for assistance with the haulage and purchase of roads material, and noted that £1,000 had already been set aside in CCGS for the scheme. It was agreed that four names should be picked at random from a hat, and that each applicant picked from the hat would be awarded up to £250 of assistance towards the cost and haulage of aggregate.

The Interim Clerk wrote all the applicant names on strips of paper, and four names were chosen from the hat by the Ferry Services Manager, and it was resolved:

1. To note that Shapinsay Development Trust had declined to contribute towards the 2018 Road Scheme.
2. That the successful applicants chosen from the hat were Smith (Harroldsgarth), Hollinrake (Furrowend), Muir (Caskald) and Leslie (Cot on Hill).
3. That the Interim Clerk would send correspondence to the successful applicants and inform the unsuccessful applicants accordingly.

## **G. Shapinsay Entertainments Club – Fireworks Display**

The Interim Clerk read out correspondence which had been received from Shapinsay Entertainments Club, asking for financial assistance towards the purchase of fireworks for the annual display, and it was resolved:

1. That £900 should be awarded towards the purchase of fireworks, subject to CCGS approval.
2. That the Interim Clerk should advise the Entertainments Club of the award, and suggest that fundraising and applying to the Development Trust for assistance should be considered for future years.

### **H. E Clements – Travel Grant**

The Interim Clerk read out correspondence which had been received from Ms E Clements, asking for financial assistance towards travel costs to attend an “Excellence in Headship” course in Stirling in October 2018, and it was:

Resolved that a grant of £50 should be given from General Funds.

### **I. A Kirkpatrick – Travel Grant**

The Interim Clerk read out correspondence which had been received from Ms A Kirkpatrick, asking for financial assistance towards her son’s travel costs to attend a residential trip with KGS to Hoy in October 2018, and it was:

Resolved that a grant of £20 should be given from General Funds.

## **9. Reports from Representatives**

### **A. Shapinsay Development Trust**

Resolved to note that the SDT representative was not present at the meeting.

### **B. Planning**

Resolved to note that the Planning Representative had no information to report.

### **C. Transport**

The Transport Representative advised that she would not be able to attend the Outline Business Case Workshop to be held in October 2018, and that Mr S Garson would be asked to attend on behalf of the Community Council, and it was:

Resolved to note the information provided.

## **10. Publications**

The following publications were made available at the meeting for members to view:

- Orkney Ferries Ltd Statistical Reports – April and May 2018.
- Letter from School Place – June and July 2018.
- VAO – Twilight Training Sessions.

## **11. Any Other Competent Business**

### **A. Information Boards**

The Chair advised that the information boards at the head of the pier and in the Smithy garden were in need of replacement, and the Interim Clerk advised that there were plans within the North Isles Landscape Partnership Scheme to provide new map/interpretation boards at the pier and in a suitable location within Balfour village, and it was:

Resolved to note the information provided.

### **B. Cannons at Pier**

The Chair advised that the cannons at the pier required some attention, and following discussion, it was:

Resolved that the Interim Clerk would put out a tender advert for the maintenance works at the cannons with a closing date of the date of the next meeting.

### **C. Benches**

The Chair suggested that the benches and picnic benches around the island would need to be put into storage for the winter. Members agreed, and it was:

Resolved that the Interim Clerk would put out a tender advert for the storage of the benches with a closing date of the date of the next meeting.

### **D. Bins at Benches**

Members asked whether it would be possible to ask the Council again if bins could be provided at the public benches, and could be emptied by the roads worker on the island, and it was:

Resolved that the Interim Clerk would add this to the business letter for action by Democratic Services.

## **12. Date of Next Meeting**

Members discussed dates for the next meeting, and it was:

Resolved that the next meeting of Shapinsay Community Council would be held on Wednesday, 14 November 2018 commencing at 18:30, and that Mrs L Bews had already booked the venue.

## **13. Conclusion of Meeting**

There being no further business, the Chair declared the meeting concluded at 21:25.