

## **GULBERWICK, QUARFF & CUNNINGBURGH COMMUNITY COUNCIL**

### **MINUTES OF THE MEETING HELD ON TUESDAY 23<sup>rd</sup> MARCH 2021** **VIA ZOOM VIDEO CONFERENCING AT 7.30PM**

**A. THE CIRCULAR CALLING THE MEETING WAS HELD AS READ.**

<b>B. PRESENT</b>	Mrs L Johnston Mr R Skinley	Mr C Clark	Mrs M Davis
<b>EX OFFICIO</b>	Mr R McGregor Mr P Campbell	Mr A Duncan Mr S Flaws	Mr C Smith
<b>IN ATTENDANCE</b>	Mrs K Geddes PC Carole Smith	Mrs A Arnett (from 7.40pm)	Sarah Johnston, Business Support Assistant, Shetland Public Protection Committee
<b>CHAIRPERSON</b>	Ms A Garrick-Wright		
<b>APOLOGIES</b>	Mr G Smith Mrs S Wishart	Mr S Douglas Mr M Duncan	Mr E MacPherson
<b>NOT PRESENT</b>	Ms A Hawick		

**Information** – due to the Covid-19 Virus pandemic meetings are being held online.

**C. DECLARATIONS OF INTEREST**

As members of the SIC Planning Board both Cllr C Smith and Cllr R McGregor declared an interest in agenda item 10 – planning applications. It will be moved to the end of the meeting to allow for both of them to more easily attend the rest of the meeting.

An extension to the time to complete a project for a grant has been submitted and this will also be held at the end of the meeting as Cllr McGregor is a member of the group – the Quarff War Memorial Group.

**D. APPROVAL OF MINUTES OF MEETING HELD ON TUESDAY 16 FEBRUARY 2020**

The minutes of the meeting held on Tuesday 16 February were approved on the motion of Mrs L Johnston and seconded by Mr C Clark.

**1. MATTERS ARISING FROM MINUTE**

1. Oil Tankers close to Shore

Oil tankers have been anchoring close enough to the Gulberwick and Quarff shore for people to be able to hear voices, music and machinery from the vessels. Residents are worried that it is an accident waiting to happen. The SIC has no power to do anything but it is hoped that politicians may be able to. An email sent to MP Alistair Carmichael asking him to bring the issue up in parliament has not yet been answered despite a follow up email last week.

**ACTION:** Clerk to email Mr Carmichael again.

2. ASCC Meeting

Mr Clark attended on behalf of the Community Council. He reported back:

## DRAFT MINUTES – Subject to approval at the April meeting

1. The Active Travel Strategy was discussed. The document produced was done so that they could come up with strategies to get funding. It is now at the next stage of 'settlement audits', which Gulberwick, Quarff and Cunningsburgh are all included in because of the size. These identified areas should be some of the first to get any projects brought forward. Mr Clark expressed frustration that despite over two years passing they are really no further on, but said he hoped that things may start to happen next year.
2. Community Council business – updates and changes to the Consultation and the grant forms were agreed: the new form will be used next year and the Consultation should be signed by the chair; the logistics and issues surrounding remote meetings; changes to the control of finances (accounts no longer require to be audited – an independent check and certification as true is sufficient); and the Community Council by-election dates have been announced. G,Q & C have two vacant seats. The dates are below.

Notice of By-Election	Friday 13 August 2021
Closing Date for Nominations	Thursday 9 September 2021
Notice of Poll/ Notice of Uncontested By-Election	Friday 10 September 2021
Issue of Postal Ballot Papers	From Friday 24 September 2021
Closing date for return of ballot papers*	Thursday 21 October 2021*
Verification and Count of ballot papers	Friday 22 October 2021
*election day – uncontested nominees will be declared elected from 11 a.m. on 21 October 2021	

3. There was a long discussion about folk wandering on crofting land – not just with sheep worrying but folk leaving gates open. A possible campaign is planned.
4. SIC Development Director Neil Grant spoke about the employability action plan – 600 folk in Shetland are still on furlough. At its peak this was over 3,000 and though it is one of the lowest in the UK the effect of the end of the furlough scheme is unknown. From the start of the pandemic people claiming Universal Credit has also doubled from 200 to 600. Lots was discussed - redundancies, Young Apprenticeships, CAB at schools targeting young people, folk struggling during the pandemic. They are trying to be proactive and get a plan in place to help anyone who needs it when the furlough scheme ends.
5. There was a discussion about roads and road budgets. The frustration surrounded the fact that Community Councils put forward issues about roads – everything from pot-holes and faded road markings or signs, to the need for roads to be widened, passing places put in or speed limits to be reduced – only to be met most times with the fact that there is no money being allocated for these types of works any more. Put forward by one Community Council who realised that all others would have similar frustrations, a representative from SIC Roads is to be requested to speak at the next meeting, Community Councils are to forward questions to Michael Duncan by Monday 10<sup>th</sup> May.

The meeting has been recorded and any Community Council member who would like a listen can get the recording from Mr Clark or Mr Duncan.

**ACTION:** Mr Clark to email meeting link to Ms Garrick-Wright. Clerk to print off new Constitution when it arrives for the chair to sign. Clerk to start using grant forms from start of new financial year. Members to think of questions for SIC Roads to be asked at the next ASCC meeting – ideas for questions to be given at next CC meeting on April.

### 3. Wooden Walkway near Gulberwick Hall

The walkway has still not been installed. SIC Roads had hoped to complete this by Christmas but Covid and the inclement weather means it did not happen. It needs to be made safer as it becomes very slippery in wet or cold weather. Last month Barrie Scobie, Team Leader, SIC Roads Maintenance South and West said that they hoped to start the work the following week. The wire mesh to be fixed to the surface has been ordered and the foreman for the area is aware that it is high priority.

**ACTION:** Clerk to contact Roads again.

## **2. POLICE REPORT**

No report available. PC Smith reported that the inspector tasked with the reports is doing two jobs just now and there have not been many reports recently as a result.

**ACTION –** Clerk to contact police again to ask if they could send one out when it is completed.

## **3. VISIT FROM SCAMBUSTERS SHETLAND TO RAISE AWARENESS OF SCAMS**

Sarah Johnston, Business Support Assistant, Shetland Public Protection Committee started the presentation, detailing the partners involved in Scambusters Shetland and sharing some stories of recent scams which have happened in the community.

The definition of what a scam is, as well as warning signs of them, and what people can do if they feel they are being scammed were all detailed. Names and contact details for advice and support were also shared.

PC Carole Smith from Police Scotland spoke through some things which individuals can do to help protect them from scams as well as ways that they are getting the word out about the dangers. There is training available as well as leaflets and information packs which the Community Council can request if they want to provide them at any event they may do.

Both presenters answered questions at the end and explained why the advice to 'just put the phone down' on possible scammers doesn't work – the callers are very clever and build up relationships with people who are lonely or isolated, meaning that when the money-making part of the conversation starts they feel unable to hang up or to say no to requests.

Members thanked Mrs Johnston and PC Smith for an informative presentation and both Mrs Johnston and PC Smith left the meeting at 8.10pm.

## **4. FINANCE**

The bank statement on March 23<sup>rd</sup> reads £6,015.27.

Payments since the last meeting which are outside our usual monthly outgoings: £400 to Sound Service Station for payment for vouchers which we purchased from them using the £500 we received from the RRR Fund through VAS; £21.05 on stamps and stationery; £95.40 on web hosting; £60 on adverts in the Shetland Times; £74.99 on internet security.

We receive £12,923 in total from the SIC.

We have spent £9,924.76 so far (£2,573.87 in grants; wages; broadband; laminating pouches; stamps; accountancy fees; Covid-admin; a £10 overspend in the Covid-relief; road grant)

Our projected spend is £530.92 (wages, probable back pay of £2.04, VAS membership etc).

Our current spend and projected spend totals £9,924.76 leaving us with £2,998.24

## DRAFT MINUTES – Subject to approval at the April meeting

We can retain £1,000 of our core grant balance without justification or adjustment to the next year's core grant so we have a buffer for any increases in subscription or IT costs or any last minute grants which come in.

This means we have £1,998.24 - though it would probably make sense to round it up to £2,000 – to spend on grants for the remainder of the year. Cunningsburgh Parent Council requested £1,509.60 from the Community Council back in December and was awarded £500 with a view to awarding more at the end of the year if there were sufficient funds. There is also the road grant from the Ocroquoy houses which is costing the householders almost £20,000 – members still have to decide how much they will fund towards that.

### Covid Relief Fund

VAS applied to the Response Recovery and Resilience Fund for £3,000 for us to start up the hot meal scheme again and we found out we were successful a couple of weeks ago so the scheme is now back up and running but on Wednesdays. Twelve people received meals the first week and one of these people is in Scalloway. We have the capacity to support this just now but if numbers increase for either GQ&C folk or those elsewhere then it will need to be revisited. We have also been successful in our bid to the Shetland Charitable Trust Small Grant Scheme for £5,000 for the same project. This means we should be able to run the hot meal service for approximately eight months. Mackenzie's are currently delivering a meal to someone in Scalloway – Mrs Arnett said she would pass this information on to colleagues in the area in the hope that they could be supported by a scheme in her local area.

Almost half of the grocery and fuel vouchers for our local shops have gone to local people already.

## **5. GRANT APPLICATIONS**

There is approximately £2,000 left in the grant budget and despite local advertising, no new grant applications.

Members decided to award a sum towards the Cunningsburgh Parent Council's earlier grant application for a storage shed in the school grounds. They had already awarded £500 out of the £1,500 requested and the group had been told if there were funds left at the end of the year they may be able to receive more. The clerk is to contact the group to find out how much of their project costs they have managed to secure through fundraising. They will be awarded this amount and the remainder will go towards the road grant application from the households at Ocroquoy.

**ACTION:** Clerk to find out how much funds are still required by the Cunningsburgh Parents Council and award the money accordingly. The remainder is to go to the Ocroquoy road grant application.

## **6. ROAD ISSUES/CAMPAIGN FOR REDUCED SPEED LIMITS**

An email from a member of the public to Cllr McGregor regarding the Aithsetter road – the speed and quantity of the traffic along the road as well as the lack of verges was of concern. Cllr McGregor has passed it on to Dave Coupe, Executive Manager – SIC Roads, but has not yet received a response. He will keep us updated. The discussion at the next meeting of the ASCC surrounding roads and SIC budgets for improvements is likely to be of interest in this matter.

There is nothing further to report on the campaign for speed limit reductions in the community – it is a work in progress and the results from the trial schemes set up in Gulberwick and the Sound Brae will need to be analysed before any other areas can be considered. The SIC does not have the resources to set up any additional trials.

They are still waiting on signs to be able to set up the planned trials but when they are up and running they are expected to be in place for 18 months.

**ACTION:** SIC Councillors to report back when there is any news. Cllr McGregor to follow up the email to Dave Coupe.

## **7. SHETLAND COMMUNITY BENEFIT FUND UPDATE**

The fund set up to administer the community money which comes from the windfarm development have changed their paperwork to the satisfaction of the legal team and Michael Duncan at the SIC. It has been advised that if Community Councils are happy to sign the Memorandum of Understanding and Data Sharing Agreement documents the SIC and ASCC are happy for them to do so.

The grant scheme is now open and local groups can apply – these applications will be vetted by the SCBF who will then forward the details of the application on to any Community Council who signs the agreements, to seek their approval and suggested grant allocation. If a Community Council does not sign the money is still available for groups in the community, it just won't have the local experience and knowledge of the Community Council to advise on the grants.

A meeting earlier this month for clerks and chairs was attended by the clerk Mrs Geddes, chair Ms Garrick-Wright and vice-chairperson Mr Clark. All agreed that it had been a useful session to attend and the SCBF administration officer Eleanor Grant and the SCBF Chair Chris Bunyan.

Mrs Johnston proposed that Gulberwick, Quarff and Cunningsburgh sign the documents and Ms Garrick-Wright seconded the motion.

**ACTION:** Clerk to print off the documents and send them to the chair to sign.

## **8. CUNNINGSBURGH INDUSTRIAL ESTATE**

A member of the public contacted the clerk on March 1<sup>st</sup> to complain about the state of the area surrounding the bottle bank at the Cunningsburgh Industrial Estate. SIC Acting Team Leader of Waste Management, Brydon Gray responded quickly and had operatives out straight away to clear the site, and again the following week when the same person contacted to say that there was still glass around the back of the bins and broken glass in the grass. Mr Gray also said that when the bins are next emptied staff would be tasked with an extra clean up to ensure the site was as clean as possible. He is to keep an eye on the collections to make sure that they are happening enough, and will investigate the installation of a concrete plinth for the bins to sit on to help keep the area tidy. He did say that with the Deposit Return Scheme starting next year then they think this will drastically reduce the amount of usage the glass banks are getting, so some bins may even be removed at that time. They are to keep an eye on the situation.

A community councillor also reported what may be illegal fly tipping at the industrial estate. Both SEPA and SIC Environmental Health have been helpful and are trying to establish who is using the area. The site may have had a licence for tipping this type of material in the past, but if this is the case, the licence would have lapsed many years ago. The person or company tipping may not have realised this. The tipping has been happening for three or four weeks and a small dump truck has been spotted tipping building waste and earth on to the growing pile – as it has been happening through the day it is thought that the culprits do not realise they shouldn't be using that area. The clerk has highlighted both issues in the South Notes column of the paper.

**ACTION:** Report back any updates at the next meeting. All members to keep an eye on the estate and see what both areas look like.

## 9. CORRESPONDENCE

### 1. Hjalmland Housing Association Survey on Allocation Policy Changes

Hjalmland have asked members to fill out a survey on changes to the points system they use to allocate houses. The clerk and chair have both already done the survey and said it was short and well-written, explaining the changes clearly.

Head of Housing and Customer Services Ian Bray explained in the email: "The proposed changes aim to support local communities, and provide an opportunity for a greater number of constituents to be eligible within our existing stock profile. We hope the changes to support single applicants and couples will assist local communities in rural areas. Furthermore, giving a small level of priority to those currently working and living in the area will enhance sustainable tenancies, and therefore create sustainable communities.

The other changes are designed to offer support and protection to individuals within our communities who may be at significant risk within their existing accommodation, such as those experiencing domestic abuse or harassment. As a member of the Shetland Domestic Abuse Partnership, we are committed to supporting victims/survivors of domestic abuse, and wish to reflect this in our Allocation Policy. Whilst I am sure members will be aware of information on this, comprehensive information on Domestic Abuse is available at [www.safershetland.com/domestic-abuse](http://www.safershetland.com/domestic-abuse).

**ACTION:** Community Council members to fill out the survey at [www.surveymonkey.co.uk/r/HHAAllocPolicy](http://www.surveymonkey.co.uk/r/HHAAllocPolicy) before Friday 9<sup>th</sup> April.

### 2. Thank You Letter from Voluntary Action Shetland

A letter dated 15<sup>th</sup> March has been sent to say thank you for the financial aid the Community Council gave to help pay for gift bags for carers during the pandemic. We were approached by VAS to see if we had funds to support the carers living in our area and as we had money in our Supporting Communities Fund covid grant which we'd allocated to mileage for deliveries for groceries, but which our shops were not using, we had spare cash to support it. In total 303 bags were provided from Unst to Virkie.

### 3. Active Travel Strategy Update

An email from Robina Barton, Transport Policy and Projects Officer was forwarded on by Michael Duncan on March 16<sup>th</sup>. Ms Barton explains that The Active Travel Strategy was approved by ZetTrans on 4<sup>th</sup> March and is a document which provides a framework to support decision making around active travel developments and a basis on which to secure funding.

Information supplied by Community Councils on ideas for developing active travel have been used and there is now a list of proposed routes under consideration by SIC Riads to identify what might be considered 'quick wins' - interventions which immediately fit the strategy and can be fairly easily realised.

Settlement audits are also to be carried out in areas where things are less straightforward – Gulberwick, Quarff and Cunningsburgh all come under these. Cycling opportunities such as providing access to pool bikes for hire are also being looked at.

The speed limit reduction trials in Gulberwick and on the Sound Brae and up to the Black Gaet are part of the work being done, as is sheltered outdoor seating in Harrison Square. Both of these later projects are part of the Spaces for People Project, aimed at supporting public health by embedding positive behaviour change such as increased active travel and social distancing.

They are in the process of looking for funding for the new financial year.

Members were pleased with the progress being made with the Spaces for People Project but frustrated at the speed of the Active Travel Strategy as it was more than two years down the line and nothing had actually been achieved yet.

**ACTION:** Clerk to contact Ms Barton to request timelines and targets for the Active Travel Strategy.

## **10. PLANNING**

This has been moved to the end of the meeting to allow SIC Councillors with a conflict of interest the opportunity to attend the meeting on all other matters.

## **11. SALARY SCALES FOR CLERK**

Members agreed to the new advised salary scale for clerks and to awarding back pay. The clerk was not asked to leave during this item as the pay raise was only 1p an hour and back pay amounted to just over £2.

**ACTION:** Clerk to amend the bank details on pay and transfer the back pay.

## **11. AOCB**

### 1. Local Place Plan Priorities

Mr Clark shared details of categories and a possible scoring system which the Local Place Plan Group are considering using. The categories were – Reducing poverty and social deprivation – especially child poverty; fuel poverty; social wellbeing and mental health; environment and climate change; support for local economy – apprenticeships, retaining skills and training; developing and supporting heritage, music, culture, sports and arts; other.

The categories were discussed along with the scoring system – which had not been fully worked out yet. Minor changes were suggested to the categories and Mr Clark is to use the discussion to get a final version of the category list.

**ACTION:** Mr Clark to share an update of the Local Place Plan Group at the next meeting.

### 2. Consultation on Easing of Covid Restrictions on Islands

An email sent by the Scottish Government Islands Team yesterday (Monday 22<sup>nd</sup>) detailed a document they had put together to gather views on the proposals going forward for easing lockdown for island communities. It explained that the views gathered would be considered alongside available scientific data to allow them to come to a conclusion that benefits island communities while ensuring their continued safety.

The options put forward are: Island communities move in lockstep alongside the rest of the mainland on 26<sup>th</sup> April (and therefore are part of the relaxed freedom to travel across LA boundaries). This would mean islands currently in level 3 would remain in this level and those currently in level 4 would move to level 3 at the same time as the rest of the mainland.

Island communities move individually to a different lower level of restrictions (and therefore continuing to restrict travel to and from islands for essential purposes only).

There is also the option to put 'other' and to leave further details in a section at the bottom of the document. The document has already been emailed to all members for consideration and the general consensus was that the second option was the preferred one.

**ACTION:** Members to fill out the document and send it back before the deadline on Friday 26<sup>th</sup> if they have not already done so.

### 3. Nesting Season Starting

An email from SIC Outdoor Access Officer Kevin Serginson was received via Michael Duncan yesterday (Monday). He explained that as well as lambing being underway, the bird nesting season is rapidly approaching. He sent some video links through which can be shared as well as the offer of signs to warn access users of sensitive nesting areas if anyone required them.

<https://youtu.be/9MF9IYM-Mds>

<https://twitter.com/ShetIslandsCll/status/1370342356642365440>

### 4. Broken Payphone in Quarff

This payphone was reported as not working before Christmas by both the clerk and a member of the public. Cllr McGregor emailed on March 9<sup>th</sup> to say he had been advised that the payphone had not yet been fixed. The clerk contacted BT again who apologised and said it was on their list to do but due to Covid and the fact we were an island community, things were taking longer than usual.

--- Cllr C Smith and Cllr R McGregor left meeting 9.00pm ---

### 5. Extension to Quarff War Memorial Grant Completion Time Scale

Grants usually have to be completed within a year of receiving money from the Community Council and due to Covid and the complexity of getting necessary consents, the completion of the Quarff War Memorial project is running behind a little. Cllr McGregor is a member of the group and on SIC Grants Officer Michael Duncan's advice emailed to request an extension up to November 1<sup>st</sup>. All members were happy with the suggestion and the update on current progress and granted the extension.

**ACTION:** Clerk to contact the group to say their extension had been agreed.

## **10. PLANNING APPLICATIONS**

There were two planning applications this month, only one of which members were required to comment on:

[2021/076/PPF](#) – Change of use from church to house, Church Of Scotland, Easter Quarff, ZE2 9EY

Members had no objections and were pleased to see that the building would not be falling into disrepair. One community councillor wanted to return a comment that they were unsure whether the parking places indicated on the plan were on land which was actually owned by the applicant – the member felt it was important that parking was provided for the development and was not sure whether this would be the case if the land was not the applicants.

One other planning application was submitted which required no comment:

[2021/074/PPF](#) – Extension of existing dwelling, Da Snuckle, Quarff, ZE2 9EY

**ACTION:** Clerk to return comments to the planning department.

## **12. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday 27 April 2021.

Meeting Ends – 9.25pm



**CHAIR**

**12. OUTSTANDING ITEMS**

January 2021 - Torches for school children from Elaine Skinley, SIC Road Safety Officer. To be distributed when the schools open again.

January 2021 - Overgrown path between Central and North Heathery Park, Gulberwick. Awaiting clarification from Community Justice Team whether they can do the work.

February 2021 – Anti dog-fouling campaign to be done in the spring – April or May. Focus on areas in Gulberwick with other areas added if needed.

February 2021 – Radicle Road – an SIC Roads engineer is to look at the road to see if any maintenance work can be done to the verges to improve the road for all users.