

GULBERWICK, QUARFF & CUNNINGSBURGH COMMUNITY COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 22nd FEBRUARY 2023 AT CUNNINGSBURGH SCHOOL AT 7.30PM

A. THE CIRCULAR CALLING THE MEETING HELD WAS READ BY THE CLERK.

B. PRESENT Mr G Murray Mr E MacPherson Mrs M Davis

EX OFFICIO

IN ATTENDANCE Mrs K Geddes Mrs A Arnett

CHAIRPERSON Mr C Clark

APOLOGIES Mr R McGregor Mr M Duncan Mr A Duncan
Mr P Coleman Mrs P Christie Mr B Peterson
Dr A Armitage

NOT PRESENT

C. DECLARATIONS OF INTEREST

Mrs M Davis declared an interest in the SCBF application from the Salvation Army as she donates cakes to their honesty shed. Mrs K Geddes declared an interest in the SCBF application from the Sound Parent Council as her children attend the school.

D. APPROVAL OF MINUTES OF MEETING HELD ON WEDNESDAY 11TH JANUARY 2023

There was one mistake to be corrected – Mr P Coleman’s name should have been in the ‘Chairperson’ section, not in the ‘Ex Officio’ section. With this correction, the minutes of the meeting held on Monday 19 December were approved on the motion of Mr E MacPherson and seconded by Mr G Murray.

1. MATTERS ARISING

Update on Broken Glass left at Cunningburgh Industrial Estate

The person who initially shared information about the broken glass around the recycling points got in touch again to say there was still broken glass there. The clerk contacted Brydon Gray from SIC Waste Management who let the clerk know that they were sending someone down to clear the mess this week.

In response to a request for a map of ‘recycling bring points’, Mr Gray explained they have a tool on their website which helps you locate these points. If you type in a postcode it can do a search within a 10 mile radius so that should bring up the nearest sites. This is the link: <https://www.shetland.gov.uk/directory/16/recycling-bring-sites>

ACTION: Clerk to communicate the update with the complainant.

2. POLICE REPORT

The police report for December 2022/January 2023 was previously circulated to all and a short discussion on the incidents reported in the Community Council area.

The report stated: there have been 19 incidents recorded for Gulberwick, Cunningburgh and Quarff, which can be summarised as follows
- Assault (2)

- Communications Misuse
- Concern for Person
- Drugs
- Attempt to Possess
- Fixed penalty
- Public Urination
- Fraud
- Careless Driving
- Minor Road Traffic Collision (6)
- Road Traffic Collision
- Fail To Stop
- Road Traffic
- Snow Related (3)

3. FINANCE

The bank statement on February 22nd reads £8,519.84.

There are only two transactions in the account outwith the usual: the payment of the grant awarded at the last meeting - £100 to the Gulberwick Toddlers for the Christmas Party, and £35.35 for a set of Allan Keys to allow the community noticeboards to be opened and minutes and agendas displayed.

Only £1,279.40 of our grant budget has been spent.

We have approximately £3,657 to £4,657 still to spend. We are able to keep £1,000 of our grant money for next year.

4. GRANT APPLICATIONS

GQC CC Applications

There were no applications for the Community Council's own funding pot to consider though the clerk is expecting several in before the end of the financial year. While there is still a lot of funding left to allocate, if these applications come in, they should be enough to cover the leftover grant money. Members can help ensure this by encouraging applications.

SCBF Applications

There were three Shetland Community Benefit Fund Applications to consider:
Salvation Army asking for £500 towards constructing raised vegetable beds
Sound Parent Council asking for £1460.72 towards a nature garden and raised beds
Sail Training Shetland asking for £800 towards Ambassador sail placements and sail training

Members discussed each application in turn and decided to award:

Salvation Army - £500 (full award) This project is located solely in the CC area so members were supportive of it.

Sound Parent Council - £1,000 (part award) Members felt the application is worthy of support but the Community Council has limited funds and wishes to retain some for other projects.

Sail Training Shetland - £800 (full award) Members were supportive of all of the aims of the project.

SCBF Directorship

Colin Clark has been serving as the appointed GQC CC director on the SCBF and his three year term is at an end. Members must nominate a new director to stand for election at the next SCBF AGM.

The nomination can be the same person, or someone else, and it needn't be a community councillor, but it cannot be either an elected member of Shetland Islands Council or a senior manager, at or above, the level of Executive Manager with Shetland Islands Council. If elected at the AGM, the nominated person would serve as a director for three years.

SCBF Chair Chris Bunyan said he would like our members to know that Colin has been a valuable director of SCBF and I would like to thank him for all his work and support.

Mr Clark was agreeable to standing again and no other members indicated a desire to do so.

Mrs M Davis proposed Mr Clark as director and Mr E MacPherson seconded the motion.

Everyone present indicated that they felt he was doing a very good job and that they felt that the continuity would be beneficial for all. Members thanked Mr Clark for taking on the extra responsibility again.

ACTION: Clerk to complete paperwork informing SCBF of decisions. All to share the word about grant money. Clerk to let Chris Bunyan know that Mr Clark has been nominated as GQC CC SCBF Director.

5. ROAD ISSUES/CAMPAIGN FOR REDUCED SPEED LIMITS

There was no update yet on the malfunctioning bus stop light in Quarff or the pot hole at the Voxter junction.

An answer on whether any maintenance work to the Radicle Road in Quarff could be done to improve the experience for walkers and drivers alike was received. SIC Road Engineer Neil Hutcheson sent an email on 20th February:

The Radicle road has been inspected and there is very little if any maintenance required to the verges. I understand that the relocation of the ditches away from the road, to allow widening of the verges, has been considered previously but the availability of land from the adjacent parks was an issue.

The land take would be fairly significant as to improve this road for pedestrians the minimum width of a verge or remote footpath would need to be 1.2 metres, preferably 1.5 metres.

The other issue is that we have no budget for this type of work as it would be considered a capital improvement. We would have to submit a business case for consideration but it would be difficult to make a case given the relatively low footfall on the road. The level of footfall would also make it unlikely that we would get Sustrans active travel funding for these works.

Mr Hutcheson said members could phone or email if they had any queries but members felt the explanation was clear and concise.

6. GULBERWICK, QUARFF & CUNNINGSBURGH DEVELOPMENT GROUP UPDATE

A meeting of the group that aims to try to push forward development ideas for the Community Council area happened recently.

DRAFT MINUTES – Subject to approval at the March 2023 meeting

There has been no progress made on drawing up a simple constitution the possibility of having a table at the South Mainland Family Fun Day on May 20th was discussed again and looks to be happening.

It was agreed that issues such as poverty should be one of the main focuses of the group. Some of the projects spoken about to try to start addressing this and to raise the profile of the group was:

- Purchase of energy efficient LED bulbs for every household in the area
- Generators for the community halls to help out in future major disaster events
- Supporting households to get insulation
- Providing air tightness tests

The clerk has already written to the local halls to ask whether generators may be of interest. Gulberwick Hall are instead looking to get solar panels. Quarff Hall discussed it at their last meeting but didn't take it further (they are wanting to get their pathway redone as a priority) and we have no information from Cunningsburgh yet.

Mrs Arnett indicated that there is a community grant available from SSEN for generators which halls could apply for. She us to send on the details to the clerk to share.

Mr Clark is working with Mr Coleman to gather quotes for the LED lightbulbs.

After asking the advice of Hjaltdland Housing Association CE Bryan Leask, it was decided that air tightness tests were too expensive and did not provide data which can actually be used by the layperson to then make energy efficiencies. Hjaltdland have purchased items such as duvets, insulated curtains, air fryers and dehumidifiers to give to their tenants and this was something which was suggested as a way to help. Members felt that there was already enough groups out there doing this so agreed to keep searching for other options which would help.

Mr Leask also advised that separating out the groups into three separate ones instead of keeping Gulberwick, Quarff and Cunningsburgh together might work better as the demographics and needs of each area vary so much. The clerk indicated that the support offered through Covid confirmed this. Members noted this suggestion but worried that it would mean less people to do the work as those already on the group would be split in three. They would also all going after the same funding. The successful work done in Scalloway has been helped by the fact that the village is in a clearly defined and small geographical area.

Members expressed their sadness at the death of Development Group member David Polson – a valued member of the group who will be missed by all. Members asked the clerk to send flowers to his widow on the Community Council's behalf.

ACTION: Mrs Christie to find some simple template constitutions for the group to look at. Mrs Arnett to share details of the SSEN grant. Clerk to send flowers to Mrs Polson.

7. ASSOCIATION OF SHETLAND COMMUNITY COUNCILS MEETING

A volunteer is needed to attend the next meeting of the Association of Shetland Community Councils. Both Mr Murray and Mr MacPherson indicated they would like to attend.

The meeting is on Tuesday 14th March in the Town Hall. The clerk will send on the papers to both members.

ACTION: Clerk to send ASCC agenda papers to Mr Murray and Mr MacPherson.

8. WEBSITE DEVELOPMENT AND ONGOING ICT SUPPORT OFFERED

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An email passing on details of an offer of website development was passed on by Mr Michael Duncan on February 14th. It was from a Communications Officer at the Scottish Community Councils Improvement Service. It said:

“As you may be aware we have been working with Scottish Rural Action to support community councils in rural and islands areas. Part of this work involves working in partnership with Scottish Tech Army to provide rural and islands community councils with new websites that are easy to update and that meet accessibility legislation.

“We are looking initially for 10 community councils in rural and islands areas to take part in a pilot and provide their content to the Scottish Tech Army who will build the new websites and support the community councils along the way.

“These 10 websites are free and funded by Scottish Rural Network. I would encourage CCLOs to share this info with Community Councils in rural and islands areas. Community Councils interested in this opportunity should get in touch via scottishccs@improvementservice.org.uk as soon as possible in order to benefit from the free website development and ongoing support.”

The clerk has emailed to indicate they would like to be considered and will keep everyone posted.

There was discussion around the possibilities for the website and having grant forms available online to download was one of the benefits the clerk is most keen to have. This was not possible with the website that the Community Council currently has and after an update by the website hosts, the clerk can no longer upload any pdfs to the site so minutes and agendas are no longer able to be shared either. As these can be found on the SIC website it is not such an issue, but they are tricky to locate and it would be great to have our own website.

Mrs Arnett said she would investigate whether grant forms can be added to the SIC Community Council pages too.

ACTION: Clerk to update members if a reply comes about the website development. Mrs Arnett to find out if grant forms can be added to the SIC Community Council pages.

9. SETTLEMENT AUDITS FOR ACTIVE TRAVEL

Details of the next tranche of Settlement Audits have been released and Cunningsburgh and Gulberwick have both made the list. ZetTrans appointed SYSTRA to undertake audits of walking, wheeling and cycling conditions in 8 localities across Shetland as part of the Active Travel Strategy delivery programme.

Walkover surveys were undertaken in October and the findings have now been collated and recommendations developed. The routes previously proposed by Community Councils have been taken into account. The audits have identified a range of problems, and ideas to address them.

A series of online meetings will be held in February/March to present the findings to Community Councils, Local Development Groups and Elected Councillors and gather your feedback and ideas on how to make it easier and more attractive to walk, wheel or cycle in your locality.

All meetings are to be held between **2pm and 4pm** and the **Cunningsburgh meeting is on Tuesday 7th March while the Gulberwick meeting is on Thursday 9th March.**

An email from SIC/ZetTrans Transport Policy and Projects Assistant Alistair Hunter gave more details:

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“The meetings will help making sure we have identified the main problems and solutions, and inform the prioritisation of schemes which could be delivered the short term, developed in the longer term, or be implemented as a trial.

“We will start the two-hour session with a short presentation of the audit findings, and then we hope to have an open discussion covering the following topics and questions:

- Gather feedback on the problems we identified through the audits: do you agree with these? Are there more not included? (e.g. crossing here is difficult; cars don't respect the speed limit there; obstructing car parking during school run at this junction; need better lighting at night on this path; this shortcut is useful but gets muddy).
- Discuss ideas for improvements to the walking and cycling environment: What do you think of the ones we suggested? Would other improvements be as or more important? Which would be the most important improvement(s) to deliver in the short term, and in the long term?”

Members have been sent the online invitation to both meetings and have to respond to let organisers know if they are attending. Members are encouraged to get in touch if they have any questions.

Mrs Arnett explained that the next step is likely to be further consultation, probably in the form of public meetings in local halls, so anyone who is unable to attend will be able to do so at a later date.

ACTION: Members to let the organisers know if they are attending either of the meetings.

8. PLANNING APPLICATIONS

There was only one planning application to discuss:

[2023/027/PPF](#) – Provision of Wastewater Treatment, Gulberwick, Shetland.

Scottish Water had provided additional documents and information about the application for members. There were no objections or comments to return.

Members did ask if the suggestion to repurpose the redundant pumping station building had got any further so the clerk is to follow that up.

No comment required:

[2023/023/PPF](#): Installation of a disabled access ramp, 9&10 Dandiegarth, Cunningsburgh. Shetland

ACTION: Clerk to return the comments to the SIC Planning Department and speak to Scottish Water about the pumping station.

9. AOCB

1. Community Council Training

Community Council Liaison Officer Michael Duncan has supplied date for upcoming training:

Clerks training

Date: Saturday 4 March

Time: 10.30am – 1pm

Format: In person - Islesburgh Community Centre, room 10

It is requested that all clerks attend.

If you have any specific questions/issues that need an answer, please email them to me in advance and we will try to have an answer for you at the training event.

Please confirm attendance by close of business, Wednesday 1 March.

Planning Aid Scotland – Planning training

Date: Saturday 25 March
Time: 9.30am – 12.30pm
Format: Online via Zoom

To book a space please confirm attendance by close of business, Friday 17 March. Course attendees to supply name & email address.

Induction training

Date: Saturday 22 April
Time: 10.30am – 1pm
Format: In person - Islesburgh Community Centre, room 10

To book a space please confirm attendance by close of business, Friday 14 April. Course attendees to supply name & email address

Community Engagement, Funding and Project Planning training

Date: Saturday 13 May
Time: 10.30am – 1pm
Format: In person - Islesburgh Community Centre, room 10

To book a space please confirm attendance by close of business, Friday 5 May. Course attendees to supply name & email address

ACTION: Anyone who would like to attend training to email their name and email address to Mr Duncan by the deadlines.

2. Clerk's Wage

The island allowance has been increased by 4p per hour meaning a pay rise of £1.36 per month if members were in agreement. Everyone was, and the clerk was allowed to remain in the room while the decision was made as the increase was so small.

ACTION: Clerk to transfer the backpay for the period indicated and to increase the monthly wage by £1.36.

3. Appointment of New Community Councillor

A Gulberwick resident studying in Edinburgh has come forward to say they are interested in becoming a Community Councillor. Ellie Copland has indicated she can attend meetings when home, but is also willing to attend remotely. Mr Duncan has agreed that she meets all the requirements and Mrs M Davis proposed her election while Mr C Clark seconded it.

Members were delighted to be welcoming Ms Copland on to the CC.

The Viking Energy Consultation meeting attended by members prior to the CC Meeting went well with the use of the Clerk's laptop and it was agreed that this could work for the future. Mrs Arnett explained that the equipment to support hybrid meetings has been given back to the SIC IT department but that she could recommend a good value speaker/microphone set which another CC purchased which has worked very well which would improve the meeting further.

ACTION: Clerk to inform relevant SIC officials about Ms Copland’s appointment, let Ms Copland herself know and organise the relevant paperwork. Mrs Arnett to share details of the speaker/microphone and the clerk to purchase it before financial year end.

4. Community Work Pop Ins

Mrs Arnett shared details of the Community Work Pop Ins organised by Community Development. Advertised as a friendly, warm place to drop in for a hot drink and some company, there will be board games, cards, books, magazines there, free period products available, as well as support and signposting around cost of living.

There have been two sessions already and the remaining ones are on Wednesday 15th March, Wednesday 22nd March and Wednesday 29th March.

ACTION: All to share details of the drop ins.

10. DATE OF NEXT MEETING

The next meeting is on Wednesday March 22nd 2023.
Meeting Ends – 8.56 pm.

CHAIR

11. OUTSTANDING ITEMS

September 2021 – Heathery Park Path Clearing – a third meet-up to clear the last weeds off the path was unable to be organised. Members to look again in spring 2022.

December 2022 – Roles of chair and vice chair to be reviewed at the June 2023 meeting.