

# Minute of the Meeting of Flotta Community Council held in Flotta Community Centre, on Thursday, 2 July 2018 at 16:00

Present:

Mrs H Howe, Mrs P Gee, Mr D Hourston, Mr M Howe and Ms I Smith.

In Attendance:

- Councillor R Crichton.
- Mrs J McGrath, Community Council Liaison Officer/Interim Clerk.

## Order of Business

1. Apologies .....	2
2. Adoption of Minutes .....	2
3. Matters Arising .....	2
4. Correspondence.....	4
5. Financial Statements.....	5
6. Financial Request - THAW Orkney .....	6
7. Reports from Representatives.....	6
8. Consultation Document – Orkney Biodiversity Action Plan .....	6
9. Publications.....	6
10. Any Other Competent Business .....	7
11. Date of Next Meeting .....	8
12. Conclusion of Meeting.....	8

## **1. Apologies**

Resolved to note that apologies for absence had been intimated on behalf of Mr N Cheeseman and Councillors J Stockan and M Thomson.

## **2. Adoption of Minutes**

The Minute of the meeting held on 24 May 2018 was considered by members, and subsequently approved, being proposed by Mrs I Smith and seconded by Mr M Howe.

## **3. Matters Arising**

### **A. Flotta Play Park**

The Interim Clerk provided information from the Sport and Leisure Service Manager on responsibility for current and future play equipment. Members still had queries in this regard, and Councillor Crichton offered to seek further clarification on insurance. After being provided with quotes for the supply and delivery of items of equipment for the play park, members agreed that they should proceed with the purchase of a City Team swing, and that it should be funded from their Community Development Fund allocation, and it was:

Resolved:

1. That Mr M Howe would proceed to order the City Team swing once approval had been given from the relevant Council officer.
2. That the Interim Clerk would apply to use CDF funding of £3,000 towards the swing.
3. That Councillor Crichton would make enquiries with the Sport and Leisure Service Manager regarding installation of the new equipment, and insurance responsibilities.

### **B. 13-14 Burnside**

Members discussed correspondence from the Team Leader (Housing and Homelessness), copies of which had been distributed at the meeting, which granted permission to do refurbishment works at 13 and 14 Burnside. The letter also advised that a Council Building Inspector would assess the properties the following day, and it was therefore agreed to wait until he had reported back to the Community Council, and it was:

Resolved:

1. That the Burnside Sub-committee would compile a final list of all works required as part of the planned refurbishment at 13 and 14 Burnside.
2. That the Interim Clerk would draft a poster advertising the tender, and draft tender documents before sending round members for their consideration.
3. That the Interim Clerk would ask the Building Inspector to have a look at the properties on his next visit to the island.

4. That the item would be discussed further at the next meeting.

### **C. Live Rateable Value**

Councillor M Thomson had offered at the previous meeting to take this issue up with the relevant body, however, as he was not present at the meeting, Councillor R Crichton advised that he had spoken to the District Valuer about how the Burnside properties were categorised and suggested that he could make further enquiries in this regard. Members were happy for him to do so, and it was:

Resolved that Councillor R Crichton would investigate the matter further.

### **D. Road Scheme**

Members discussed two applications that had been submitted by the deadline, from Mr T Sutherland and Mr T Whitehead, and it was agreed to approve both applications. Members also agreed that the deadline should be extended as there was still some funding remaining in what had been allocated from CCGS, and it was:

Resolved:

1. That the Interim Clerk would send out an amended advertisement with a closing date for applications of the day before the next meeting and put it out for public display.
2. That the Interim Clerk would send letters to the two successful applicants, advising them of the conditions of the award.

### **E. Isles Operations**

The Interim Clerk read an email from the Team Leader, Roads Support, which advised that the defects on Bow Road had been identified and would be actioned as appropriate and that the cattle grid works were due to be carried out following completion of the works at Burnside. Members asked whether the work to the gate and bridge at the playpark was still to be done, as it was also going to have been done in conjunction with the works at Burnside, and it was:

Resolved that Councillor R Crichton would investigate the matter further.

### **F. Special Collection**

The Interim Clerk advised that the Community Council-funded Special Collection was due to happen the following day, and members reported that some items had already been left down the pier in anticipation, and it was:

Resolved to note the information provided.

### **G. Local Parent – Summer Activities**

The Interim Clerk advised that the financial request for assistance towards summer activities for children had been passed to the Community Association, who had agreed to fund the hall hire and half the cost of the activities, and therefore the Interim Clerk would process payment of the other half of the costs, once an invoice was received, and it was:

Resolved to note the information provided.

## **4. Correspondence**

### **A. Community Conversations**

Following consideration of correspondence from Democratic Services, copies of which had previously been circulated, the Vice Chair advised that she had attended the recent Community Council conference on 20 June where the Community Conversation meetings had been discussed, and it was:

Resolved to note the information provided.

### **B. Community Council Conference**

Following consideration of correspondence from Democratic Services, copies of which had previously been circulated, members noted, as above, that the Vice Chair had attended. The Interim Clerk advised that another conference had been provisionally scheduled for 2 October 2018 and that it was hoped to provide Planning training during those sessions and it was:

Resolved to note the information provided.

### **C. Unsafe Headstones**

Following consideration of correspondence from Democratic Services, copies of which had been previously circulated, which advised that safety work was planned for kirkyards around the county to identify unsafe headstones. Mr M Howe, the current kirkyard caretaker, advised that he had already taken a note of where headstones were that he considered to be posing a risk, and members asked whether it would be possible for them to have sight of a copy of the inspection report, once done. The timing of advertising the grass cutting tender was also discussed, and it was agreed that this should be put out at the start of the year to give plenty of time to secure someone to carry out the works. The spoil heap in the kirkyard was also discussed, and it was:

Resolved:

1. That the Interim Clerk would ask the relevant officer for a copy of the inspection report for the kirkyard.
2. To note that members felt that it would be useful to know when Council inspectors and workers were visiting the island so that someone could accompany them, if appropriate, to provide local knowledge and to bring relevant matters to their attention.
3. That the item would be discussed further at the next meeting.
4. That the kirkyard grass cutting tender should be advertised early in the new year so that cutting could commence prior to the grass starting to grow.
5. That the Interim Clerk would contact Democratic Services to ask whether the spoil heap in the kirkyard could be removed.

## **D. Letters of Thanks**

The Interim Clerk advised that letters of thanks had been received from Flotta Day Club for the Bag the Bruck donation, from the Year of Young people representatives for financial assistance provided, and from David and Marina Sinclair, for their retirement gifts, and it was:

Resolved to note the letters of thanks.

## **5. Financial Statements**

### **A. Certified Accounts for 2017/2018 Year End**

Following consideration of Flotta Community Council's certified accounts for the year ended 31 March 2018, copies of which had previously been circulated, it was:

Resolved to note the information provided.

### **B. General Fund**

Following consideration of the General Fund statement, copies of which had previously been circulated, it was:

Resolved to note that the estimated balance was £35,440.91 as at 26 June 2018.

### **C. Burnside Account**

Following consideration of the Burnside Account statement, copies of which had previously been circulated, it was:

Resolved:

1. To note that the estimated balance was £2,699.61 as at 26 June 2018.
2. That £5,000 should be transferred to the Burnside Account from the General Fund.

### **D. Wind Power Fund**

Following consideration of the financial statement for the Wind Power Fund, it was:

Resolved to note that the estimated balance was £10,139.41 as at 26 June 2018.

### **E. Community Council Grant Scheme**

Following consideration of the financial statement for the Community Council Grant Scheme, it was:

Resolved to note that £1,021.00 remained available for approval under the main capping limit as at 26 June 2018.

### **F. Community Development Fund**

Following consideration of the financial statement for the Community Development Fund, it was:

Resolved to note that the balance remaining for approval was £12,825.31 as at 26 June 2018.

## **G. Seed Corn Fund**

Following consideration of the financial statement for the Seed Corn Fund, it was:

Resolved to note the balance remaining available for allocation of £3,161.00, as at 26 June 2018.

## **6. Financial Request - THAW Orkney**

Members resumed consideration of correspondence from THAW, copies of which had previously been circulated, which asked members to consider making a financial contribution towards their Year 2 partnership funding, and it was:

Resolved that a donation to THAW Orkney would not be given.

## **7. Reports from Representatives**

### **A. Transport**

Resolved to note that there were no issues to report.

### **B. Planning**

The Planning representative reported that the works at Burnside had been completed, with drop kerbs being installed and new street lighting, and it was:

Resolved to note the information provided.

## **8. Consultation Document – Orkney Biodiversity Action Plan**

Following consideration of the Orkney Biodiversity Action Plan 2018-22 consultation document, copies of which had previously been circulated, members noted the deadline of 26 July for any comments, and it was:

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

## **9. Publications**

The following publications were noted by the Community Council:

- Orkney Ferries – Statistical Reports – April 2018.
- VAO Newsletter – May and June 2018.
- Community Planning News May 2018.
- Orkney Policing Report – June 2018.

## **10. Any Other Competent Business**

### **A. Christmas Lights and Tree Lighting**

D Hourston advised that he had sourced Christmas lights, and it was agreed that a CCGS application should be made to cover the cost of purchase. Following discussion, members also agreed that the date for the tree lighting this year should be 8 December 2018, and it was:

Resolved:

1. That the Interim Clerk should apply for CCGS funding of £150 towards the lights.
2. That the Flotta Christmas Tree lighting ceremony would take place on Saturday, 8 December 2018.

### **B. Fly Tipping**

Members discussed various areas on the island where items were being illegally dumped, and it was noted that £500 had already been allocated from CCGS for rubbish clearance, so this could be used towards the hire of a skip and a specialised vehicle to remove heavier items from the areas affected. It was agreed that K Gee would be asked to do the work and that a quote would be obtained once he advised what type of vehicle would be required, and it was:

Resolved that a quote would be obtained by the Interim Clerk once K Gee had been asked about what was required for the job.

### **C. Abandoned Vehicles at Flotta Pier**

Mr M Howe reported that he had spoken to the Pier Master who had advised that space needed to be left at the top of the pier for vehicles waiting to get on the ferry, but that this was not happening as people were parking their vehicles there. It was also reported that many of the vehicles in the car park at the terminal side of the pier appeared to have been abandoned. Mr M Howe agreed to follow this issue up with Environmental Health, as he had already been in contact with them in this regard. Members also agreed that a request should be sent to Harbours asking that consideration be given to resurfacing and marking out the car park so that there were clear marshalling areas and a park and wait area, for example. Following discussion, it was:

Resolved to resume discussion of this item at the next meeting.

### **D. Criteria for Funding**

Members discussed the possibility of setting up a fund for specific purposes such as education or personal development. The Community Council Liaison Officer advised that other Community Councils had set out criteria to help them assess financial requests of a certain nature and that they could set aside an amount for a special purpose if they were minded, and it was:

Resolved that the Community Council Liaison Officer would send details of what other Community Councils had done in terms of setting up a separate funding pot so that the item could be discussed further at the next meeting.

## **11. Date of Next Meeting**

Following a discussion regarding possible dates for the next meeting, it was:

Resolved that the next meeting of Flotta Community Council would be held on Monday, 3 September 2018 at 16:00.

## **12. Conclusion of Meeting**

There being no further business, the Chair declared the meeting concluded at 18:45.