

**GULBERWICK, QUARFF & CUNNINGSBURGH
COMMUNITY COUNCIL**

**MINUTES OF THE MEETING HELD ON TUESDAY 17TH MARCH 2026
AT CUNNINGSBURGH SCHOOL AT 7.00PM**

A. THE CIRCULAR CALLING THE MEETING HELD WAS READ.

B. PRESENT Mrs M Davis Mr C Clark Mr E Semple
Mr L Summers Miss K MacKay

EX OFFICIO Cllr R McGregor

IN ATTENDANCE Mrs K Geddes, clerk Mr M Duncan, SIC Miss Nicole Sim, SIC
Mrs A Arnett (from Community Council Resources Officer –
7.30pm) Liaison/Grants Officer Community Planning
and Development

CHAIRPERSON Mrs P Christie

APOLOGIES Cllr B Peterson Mrs D Smith Cllr A Armitage
Ms M Gray

NOT PRESENT Cllr A Duncan

C. DECLARATIONS OF INTEREST

Cllr R McGregor declared an interest in item 10 – Planning – as he is the chair of SIC Planning Board.

Mrs M Davis declared an interest in item 4 – Grants – as she is a member of the Gulberwick Hall Committee who have applied for a grant.

D. APPROVAL OF MINUTES OF MEETING HELD ON TUESDAY 17TH FEBRUARY 2026

The minutes of the meeting held on Tuesday 17th February were approved on the motion of Mr E Semple and seconded by Mr C Clark.

1. MATTERS ARISING

1. Cunningsburgh Glass Recycling Plant

Following renewed complaints from members of the public about the condition of the redundant glass recycling plant, and calls for the materials to be reused elsewhere, the Clerk had been asked last month to seek an update on the situation.

Members noted their understanding that SIC now owns the facility and is exploring options for clearing the site. Officials have indicated that any clean-up is likely to be both lengthy and costly.

A local building firm has expressed interest in using some of the processed glass chips, and the Community Council has been attempting to encourage communication between the company and the local authority.

As no responses have been received to date, it was agreed to try approaching the matter via the Chair in the hope of eliciting a reply.

ACTION: Clerk to forward details of correspondence to Mrs Christie to allow her to contact the relevant parties directly.

2. Dog Fouling and Purchase of Bins

At the last meeting it was agreed that additional dog waste bins should be purchased for the community – one each for Cunningsburgh, Quarff and Gulberwick.

Members discussed potential locations, noting that sites must be on the esy kert route and have a suitable post for installation.

ACTION: Members from each area to send a photo of their proposed location to the Clerk, who will forward these to Waste Services for approval. Mr Clark to provide details of the most recent bin purchase to assist the Clerk in allocating funds within next year's budget.

3. Community Benches

Two benches have been gifted to the Community Council by SSE for use within the community. One has already been installed in Quarff by members of the Quarff Hall.

The second bench has been earmarked for a location outside the Cunningsburgh History Group Hut, where it can be used by visitors to the hut, hall and nearby football pitch. It has not yet been collected from the Clerk's house.

ACTION: Mrs Christie to arrange uplift of the bench from the Clerk's house and organise its placement at the Cunningsburgh History Group Hut.

4. CPR Training

The Cunningsburgh Parent Council has indicated some of their committee members would be interested in attending a CPR session. None of the halls have replied yet.

ACTION: Clerk to get possible date from the fire station and share it with those interested to get final numbers. She is also to ask the halls and school staff again.

2. POLICE REPORT

There was no police report available and no questions for the police from members.

3. FINANCE

The bank balance as at 14 March stood at £3,290.45.

The only transaction outwith normal monthly outgoings was a payment of £400 to Cunningsburgh Hall for the hire of the hall and provision of homebakes for the Local Place Plan event.

An email detailing the Community Council grant allocation from the local authority was read and noted. The allocation for GQC CC for the coming year has been set at £13,108.47. As part of the application process, the Clerk is required to provide a breakdown of how the funding will be allocated.

The Clerk shared a proposed budget based on last year's expenditure:

- £200 – Da Voar Redd Up Fund
- £850 – Ringfenced for Local Place Plan (LPP) events (noting £400 already spent in Cunningsburgh, with events in Gulberwick and Quarff still to take place, and most materials already purchased)

- £8,525 – Administration (compared to £8,128 budgeted last year prior to knowledge of LPP work)
- £2,533.47 – Grants to Groups (including provision for dog waste bins)
- £1,000 – Contribution to reserves (noting this can be utilised if required and that all figures remain flexible)

Mr Duncan, Community Council Liaison and Grants Officer, advised that either £1,000 or 10% of the total grant (whichever is greater) can be carried forward without approval. For GQC CC, this equates to up to £1,310.85. Members noted that additional funds could be carried forward in the event of underspend, or alternatively, allocated to grants if required. Members agreed to the proposed budget subject to one amendment: £500 to be reallocated from the Grants to Groups budget to a new Projects heading. The purchase of dog waste bins will be included within this category.

The amended budget was proposed by Mr C Clark and seconded by Mrs M Davis.

ACTION: Clerk to submit the grant application in line with the agreed budget.

4. GRANT APPLICATIONS – GQC CC & SHETLAND COMMUNITY BENEFIT FUND (SCBF)

There were no applications to the GQC CC grants scheme, as the full budget has now been allocated.

One application was received for the SCBF from Gulberwick Hall, requesting £9,502 to cover the cost of roof tile replacement, two fire doors and a floor scrubber.

All members present agreed to award the full amount requested. Mrs Davis, having declared an interest, did not take part in the discussion or decision.

ACTION: Clerk to complete the relevant section of the application form and notify SCBF of the Community Council's decision.

5. ROADS AND PATHS

1. East Voxter Junction

There was no update regarding the pothole and large puddle at this location.

ACTION: Clerk to follow this up.

2. Further Potholes and Puddles

Members reported additional potholes and pooling water at the junction of the Blett road, on the side road near Nicolson's trucks. Although no update had been received from Roads, members noted that the issue has now been resolved and asked that thanks be passed on for the prompt work.

ACTION: Clerk to email Roads to pass on thanks.

3. Wooden Walkway near Gulberwick Hall

Cllr McGregor advised that he had received complaints regarding rotting planks on the walkway and had raised the matter directly with Roads. While repairs have been carried out in the past, Roads have indicated that they now intend to replace the planks with an alternative material to improve longevity, with works expected to take place soon. Members thanked Cllr McGregor for his assistance and requested that thanks also be passed to Roads once the work is completed.

ACTION: Clerk to thank Roads following completion of the works.

4. New Paths on Main Road above Gulberwick

No response has been received from the SIC Transport Policy Officer regarding previous enquiries about the works on the main road above Gulberwick and how these fit within longer-term plans.

Community Council Liaison Officer Mr Duncan advised that he had recently spoken with Transport staff and outlined the challenges they face in securing funding. He explained that projects often require multi-year funding, which is not always supported by available grants, and that the team is currently understaffed. It was acknowledged that this has impacted communication.

Members were advised that two Transport Planning posts will shortly be advertised, which is expected to improve capacity. Mr Duncan also noted that a number of projects are currently underway or in development, and he intends to meet again with Transport staff to obtain a full list to share with Community Councils.

ACTION: Mr Duncan to circulate details of Transport Planning projects following his meeting.

6. CUNNINGSBURGH SCHOOL TRANSPORT AND ROAD SAFETY CONCERNS

A public meeting to gather comments for a refreshed Cunningsburgh Settlement Audit was held on 4th March and was well attended. The audit document will be used by the local authority to support funding applications for works addressing issues such as the lack of footpaths.

While road safety concerns are closely linked to ongoing dissatisfaction with school transport provision, members highlighted that many parents are still calling for a dedicated public meeting to address the transport issue. It was noted that any improvements to walking routes are likely to take several years to deliver, and in the meantime bairns are still expected to walk to school along very busy roads, at least during the summer months.

ACTION: Clerk to contact Michael Craigie, SIC Executive Manager of Transport Planning, to request an update on school transport and highlight continued requests from parents for a public meeting involving relevant SIC departments.

7. GQ&C DEVELOPMENT GROUP, LOCAL PLACE PLAN AND RESILIENCE PLAN UPDATES

Development Group

The Development Group has met twice since the last Community Council meeting. Members noted that the group is becoming more organised, with a draft constitution now in place. This has been submitted to VAS for review prior to formal adoption. Work is also ongoing to establish a bank account and dedicated email address.

The group's current focus is the public event at Gulberwick Hall on Sunday (2–5pm), which will be the second Local Place Plan session. The final event is scheduled to take place in Quarff on 19th April.

Local Place Plan

Members were encouraged to attend and support the Local Place Plan events. It was noted that while members of the Development Group are currently leading on organising the sessions, these events are being delivered on behalf of the Community Council and form a key part of the evidence-gathering process for the LPP.

It is anticipated that some of the projects identified through the consultation may be taken forward by the Development Group. The Community Council may also choose to progress

certain projects, while relevant comments and proposals will be passed to the local authority, particularly where they relate to matters outwith community control.

Members were encouraged to continue promoting the Placecheck maps. A good range of ideas and potential projects has already been gathered, and it is hoped that further contributions will be received at the Gulberwick event.

Mr Duncan advised that funding opportunities may be available to support emerging projects and encouraged ongoing communication as work progresses.

ACTION: Clerk to prepare a press release, Facebook posts and a poster for the upcoming LPP event. Mrs Arnett to source iPads for use at the event and advise the Clerk regarding collection. All Community Councillors are encouraged to attend the event where possible and to support its delivery. If possible, members are also asked to provide a raffle prize.

Community Resilience Plans

Cunningsburgh Primary School and Cunningsburgh Hall have provided information on facilities and resources that could be used as community hubs in an emergency. This information has been incorporated into the draft Community Resilience Plan (CRP).

Information is still outstanding from Gulberwick Hall and Quarff Hall. In addition, none of the four identified community hubs have yet provided details on gaps in provision or resources they may lack in an emergency situation. This information is required to support any potential joint funding application.

Members discussed ways to gather the outstanding information. Mrs Arnett offered to review the draft CRP and liaise with SIC Emergency Planning if helpful.

ACTION: Clerk to continue seeking outstanding information for the CRP and to share the current draft with Mrs Arnett for input.

8. UPDATES FROM ELECTED MEMBERS

Cllr McGregor indicated that he had no further updates beyond those already provided.

Following an email to all elected members after the last meeting, requesting that they coordinate to ensure at least one could attend GQC CC meetings, Cllr Armitage emailed to apologise for his previous absences. He explained that at the start of the council term, the Southend councillors had agreed to divide attendance at Community Council meetings, with him predominantly attending Dunrossness Community Council. He also noted that previous meetings had coincided with the table tennis league, which he had been attending with his son and other bairns from Bigton. With the winter league now finished, he agreed that some "cross-pollination" would be beneficial and confirmed he intends to attend GQC CC meetings in future.

Cllr Peterson also emailed to apologise for recent absences, explaining that ongoing medical treatment had prevented attendance, but he intends to rejoin meetings as soon as scheduling allows.

Members thanked those who had replied and expressed their appreciation for the expertise and support that additional elected members will bring to future meetings.

9. CORRESPONDENCE

Association of Shetland Community Councils Meeting Update

CCLO Mr Duncan spoke to the update email previously circulated to members and attached to the agenda. He noted there had been a good turnout at the meeting and that a new Chair and Vice-chair had been elected.

Pre-election guidance (also attached to the agenda) has been issued. Mr Duncan recommended that members familiarise themselves with this and contact the authors with any queries.

Information on the Scottish Hydro Electric Community Trust was shared. Members noted that the Trust can consider applications from both individual domestic applicants and registered charities towards the cost of an electricity connection. Uptake in Shetland to date has been low, and members were encouraged to share this information with anyone who may benefit. The next application deadline is 14 May 2026.

Representatives from the Scottish Ambulance Service also attended to raise awareness of defibrillators. It was highlighted that many devices are not registered, meaning emergency services may be unaware of nearby equipment in the event of an incident.

It was agreed that efforts should be made to identify defibrillators within the Community Council area, including their location, ownership, and accessibility (e.g. whether located inside buildings with limited access hours). Members also agreed to encourage owners to register devices and ensure they are regularly maintained, including checking pads and batteries. A list of currently registered defibrillators will be shared with Community Councils in due course.

Mr Duncan advised that the format of ASCC meetings may be reviewed to allow for more networking and information sharing. The Chair will contact Community Councils to gather views on this.

Information on hybrid meetings, including recommendations for Community Councils and potential funding or support, will also be shared in due course.

Any future agenda items for ASCC meetings should be submitted to Mr Duncan using the form provided. While the deadline is 21 April, a short extension may be possible as this coincides with the next Community Council meeting.

ACTION: Clerk to gather information on defibrillators within the area, including location, accessibility (indoor/outdoor), ownership, registration status, and maintenance (pads and batteries). Devices can be registered online [here](#).

10. PLANNING

----- Cllr McGregor left the room 19:55 -----

There was only one application in the Community Council area since the last meeting and members were required to discuss it and send any comments to the SIC planning department.

[2026/056/PPF](#) – New single storey dwelling house, Plot, Cunningsburgh, Shetland.

Members had no objections or comments.

ACTION: Clerk to email comment to SIC planning department.

----- Cllr McGregor back in 20:00 -----

11. AOCB

1. Community Council Training Sessions

CCLO Mr Duncan advised that details of upcoming training sessions for Community Councillors and Clerks will be issued shortly. These are likely to take place at the end of May or beginning of June, with potential follow-up sessions in September.

2. Bins Not Being Emptied

Mr Semple asked whether others had experienced issues with bins not being emptied over the past five to six months. He noted that he has had to follow up missed collections of his recycling bin on several occasions, and on one occasion waste had been emptied into the field behind the bins.

It was acknowledged that bins may occasionally be missed if they are less than half full or not easily accessible; however, Mr Semple confirmed this was not the case. No other members reported similar issues in Quarff or elsewhere.

Mrs Arnett advised that she would investigate the matter and report back.

ACTION: Mrs Arnett to contact Waste Services to investigate the reported issues.

12. DATE OF NEXT MEETING

The next meeting is on Tuesday 21st April 2026.

Meeting Ends – 20:05

CHAIR

15. OUTSTANDING ITEMS

February 2025 – Community CPR sessions – interest from community halls being sought and date needs to be set.

June 2025 – Plans for tidying up Enviroglass site and perhaps using some of the recycled glass in other projects – no update as yet.

June 2025 – pothole and puddle at East Voxter junction – still needs sorted.