

# Lerwick Community Council

6<sup>th</sup> May 2024 6pm

Town Hall/ Teams Hybrid meeting

## Minutes

*Minutes subject to approval at the next Lerwick Community Council meeting*

### 1. Chair's Welcome

### 2. Apologies for Absence

#### In attendance

##### (Town Hall):

Jim Anderson (Chair)

Kirsty Smith (Clerk)

Steve Mathieson

Dennis Leask

Averil Simpson

Gary Robertson

John Fraser

Jonathon Duncan

Stephen Leask

Diana Winfield

Arwed Wenger

Shayne McLeod

Andy Carter

Brian Harris

Karen Fraser

Stewart Hay

Steven Anderson (Police Scotland)

Joanne Fraser (Community Involvement and Development Officer)

Lynsey Rendall (Community Involvement and Development Officer)

#### In attendance

##### (remotely):

Amanda Hawick

Chris Cope (News)

Chloe Irvine (News)

#### Apologies:

Jonathon Williamson

Cecil Smith

Michael Duncan

Neil Pearson

Scott Nicolson

### 3. Declarations of Interest

Arwed Wenger and Dennis Leask declaration in planning.

Joanne Fraser expressed a declaration in the Sound Hall Grant Application

### 4. Minutes from meeting held for approval

#### 4.1 8<sup>th</sup> April 2024

Approved – Shayne McLeod, Seconded – Andy Carter

Arwed requested an update to the previous meeting minutes to express his concern on the rugby pitch. Additionally, there was a typo in the ages of the youth members, clerk to update to 12-16.

## 5. Police Report

Steven Anderson from Police Scotland attended the meeting to give an overview of the police report from February - March 2024. Noting many Lerwick citizens sought advice and reassurance after a fatal incident earlier in the year. Arwed requested confirmation of the speed limits in Commercial Street.

## 6. Community Council Scheme Review

Shetland Islands Council has developed a draft Scheme for the Establishment of Community Councils and Associated Documents. Phase Two consultation is now begun and views and representations from the community are invited on the proposed community council areas and composition.

Lindsey concluded inviting all members and groups to respond to the questionnaire open until the 28<sup>th</sup> of June at 5pm, accessible:

<https://www.shetland.gov.uk/homepage/1241/review-of-community-council-scheme-of-establishment#:~:text=The%20Scheme%20review%20is%20required,2023%20to%2012%20January%202024>

**Question 1: Shetland Islands Council proposes to simplify funding to Community Councils by merging existing core funding and the Community Development Fund into one new grant scheme. Please tell us what you think about this proposal, including whether you like or dislike it.**

The Chair discussed the history behind this the community council funding, the LLC had previous funding was reduced. Karen noted happy with the new proposal as it will streamline processes. Jim added remove administration time for the clerks. Brian agreed, simplification to a pro-rata distribution based on population. Jim confirmed the LCC agreement to merging the CDF with core funding, stressing a fair split 18 ways based on population of community to remove the gross disparity between the community council funding.

**Question 2: Shetland Islands Council proposes the new funding scheme formula will be based on a fixed allocation for core costs per Community Council, with the remainder of funding linked to population levels. Please tell us what you think about this proposal, including whether you like or dislike it.**

Agree, though the LCC would like the discrepancy of the funding per population to be emphasised to the council.

**Question 3: Shetland Islands Council proposes that any member of a Community Council that fails to attend any Community Council meeting throughout a period of 6 months may have their membership terminated by the Community Council. At the discretion of Community Councils, a period of leave of absence for Community Council members may be granted at any meeting of the Community Council. Please tell us what think about this proposal, including whether you like or dislike it.**

The LLC previously discussed this in April's meeting, where members discussed this point and concluded it may be too harsh for a volunteer board, though the chair urged them to appreciate the loop-hole in the wording that would be the Community Council's decision to

revoke membership. The LCC agree, but suggest to change the wording from 'terminated' to 'should be reviewed'.

**Question 4: At present, Community Council membership numbers have little correlation to current population levels. Shetland Islands Council proposes to introduce population bands that will guide the minimum and maximum number of Community Councillors each Community Council will have. Please tell us what you think about this proposal, including whether you like or dislike it.**

The LCC currently holds 16 full members and 2 co-opted members, the proposal from the SIC is a maximum of 15 members with a minimum of 5. The proposal would result in LCC losing a council member. Gary responded there is no need for a maximum on a volunteer board. Dennis agreed, adding it would be beneficial to increase co-opt members particularly those with specialist skills to guide future projects. Karen suggested 15 full members and 5 co-opted members. Andy seconded the proposal.

**Question 5: The current Scheme does not have a set of Standing Orders, or similar document, that details how the Community Council business is to be arranged and conducted. To provide a guide for meetings and support the Chair in running meetings, Shetland Islands Council proposes to introduce Community Council Standing Orders. Please tell us what you think about this option, including whether you like or dislike it**

The chair concerned there is no 'one-size-fits-all' formula when it comes to community council meetings. Joan highlighted a Standing Order would only be to support the council, in conducting meetings and decision making. Diana added it would be beneficial to emphasis equality within this new Standing Order, Gary responded all of the councils have to be considered to the equalities act. After discussing this thoroughly the LCC concluded to agree with this proposal.

**Question 6: The existing Code of Conduct lacks detail in certain aspects and is in need of updating. Shetland Islands Council proposes to update the Community Council Code of Conduct. Please tell us what you think about this option, including whether you like or dislike it.**

Agree, no comments.

**Question 7: Shetland Islands Council proposes to introduce a new Youth Membership category for young people aged between 12-16 years of age. Community Councils may appoint two youth members, on the basis that they will reside within the Community Council area. Youth members would not have voting rights. Please tell us what you think about this proposal, including whether you like or dislike it.**

Agree. The LCC previously discussed this question in April's meeting, resulting in the suggestion to insure flexibility in "...on the basis that they reside within the Community Council area", to include schooling areas to encourage more youth to join.

**Question 8: At present it is possible for elected individuals to join their local Community Council as a full member with voting rights. However this can lead to those elected individuals regularly experiencing conflicts of interest during Community Council meetings.**

Shetland Islands Council proposes that any individual who is elected to serve on the Shetland Islands Council, or the Scottish or UK or Youth Parliaments shall be ineligible to stand for election or to be co-opted as a voting member of a Community Council, but will be an ex-officio member. Ex-officio members are those members of a Community Council by virtue of holding another public office. This means they will still be able to attend and participate in Community Council meetings but do not have voting rights. Please tell us what you think about this proposal, including whether you like or dislike it.

Agree, this proposal is aligned with councils across Scotland.

**Question 9:** It is good practice to periodically change the Chair of an organisation. Shetland Islands Council proposes that a Community Council Chair can serve a maximum of four consecutive years. On serving as Chair for the maximum period, the individual in post must step down and cannot return to the same office for a minimum period of two years. In exceptional circumstances, to be determined by the Community Council, the Chair may be considered to serve beyond the maximum period of four years. Such exceptional circumstances would require a unanimous decision being passed by the Community Council voting members. Please tell us what you think about this proposal, including whether you like or dislike it.

The LLC agree it is good practice to periodically change the chair, suggesting a maximum of two terms with overlap to keep continuity and succession planning.

**Question 10:** Please use the space below to provide any other feedback you have on the draft scheme proposals.

Diana stated equality must be funded, for instance of paying for a sign interpreter, travel allowance and training. Joanne responded the expenses of the Community Councils were not reviewed at this stage, concerns would be noted.

A final comment from Diana expressed the need for equality to support disabled, aid those in need of help and protect from discrimination.

## **7. Actions from last meeting**

### **7.1 Action tracker spreadsheet**

Noted, railings for seawall at Sletts. Currently working within timeframe.

## **8. Correspondence/ Discussion Points**

### **8.1 October Meeting Date**

The LCC have been informed the Town Hall is unavailable on Monday the 7<sup>th</sup>, re-book for Tuesday the 8<sup>th</sup>.

### **8.2 Mossy Hill Wind Farm Substation**

Two public consultation events are taking place this week – one in Lerwick at Islesburgh Wednesday 8<sup>th</sup> between 1pm and 7pm, and another at the Scalloway Hall on Thursday 10<sup>th</sup> between 9am and 3pm.

8.3 RNID event – 10<sup>th</sup> May

Noted.

8.4 Voar Redd Up

Jim and Karen are keen to plan for a litter picking on the 12<sup>th</sup> of May at 11 am, check with Amenity Trust to see which areas still need cleaning. Time and place to be confirmed.

Stewart Hay suggested the Amenity Trust try a new scheme for the Voar Redd Up, where responsibility is not on the community to clean, but for those littering to change their ways. Arwed agreed, noting the message to the public should be a positive one for people to follow. Diana noted not many people know the opportunities for recycling available.

8.5 ASCC – March meeting - Local Place Plans feedback

8.6 ASCC – Meeting 11<sup>th</sup> June

Invite Peter Mogridge to the next meeting in June.

8.7 BT to switch off BSTN phone network

The chair invited members to voice concerns for the switch off of the PSTN phone line. The LCC discussed this was still needed across Shetland, hugely important as an emergency call system during power outages.

## 9. Finance

9.1 Financial update

Noted, no comments.

## 10. Lerwick Community Council - Grant Application

10.1 Grant Application from Sound Hall

The Sound Hall requested 2 replacement range gas cookers and a gas bottle cage outside. The LCC remarked how well the hall was used by the community and how well taken care of the previous cooker was to last 30 years. Karen then suggested offering the community hall enough to pay for one cooker - £3,500. Andy Carter seconded the proposal.

## 11. Planning

11.1 **2024/107/PAN**

**Address:** Land at Mossy Hill Wind Farm Circa 2.5m NW of Lerwick

**Proposal:** Application Notice; Mossy Hill Wind Farm, New Substation

No comments.

11.2 **2024/106/ADV**

**Address:** Tesco South Road Lerwick Shetland ZE1 ORD

**Proposal:** Advertisement of the following types: Flag retrospective installation of 1x 42" LCD media screen size – 860(W)x2160(H)mm Screen size – 530(W)x930(H)mm, 3nos x 1250mm x 700mm flagpole signs, overall 3350mm in height

No comments.

- 11.3 **2024/105/PPF**  
**Address:** Shetland Composites Staney Hill Industrial Estate Lerwick Shetland  
**Proposal:** Erection of a commercial workshop building and siting of temporary container office building  
[No comments.](#)
- 11.4 **2024/102/PPF**  
**Address:** Sound Service Station South Road Lerwick Shetland ZE1 ORD  
**Proposal:** Extension to existing store at back of shop, plus new internal doorway from shop to new section of store  
[No comments.](#)
- 11.5 **2024/098/PPF**  
**Address:** Bolts Car Hire Ltd 34 North Road Lerwick Shetland ZE1 ONT  
**Proposal:** Erect extension to form additional garage service area. Associated external works to extend tarmac car park and relocate retaining wall.  
[No comments.](#)
- 11.6 **2024/087/LBC**  
**Address:** 97 Commercial Street Lerwick Shetland ZE1 OBD (Island Larder)  
**Proposal:** Alter previously approved application 2022/168/LBC – internal stair arrangement  
[No comments.](#)
- 11.7 **2024/085/TCA**  
**Address:** 45 Burgh Road Lerwick Shetland ZE1 OLA  
**Proposal:** Pruning of 9 trees  
[No comments.](#)
- 11.8 **2024/077/PPF**  
**Address:** Staney Hill Quarry Ladies Drive Lerwick Shetland ZE1 OQW  
**Proposal:** Retrospective application for the extraction of material from Staney Hill quarry outside approved 2013/222/PPF boundary, plus subsequent reinstatement of the same area  
[No comments.](#)
- 11.9 **2024/041/PPF**  
**Address:** **Ground floor flat Leargarth 3 Clairmont Place Lerwick Shetland ZE1 OBR**  
**Proposal:** Replace the single glazed windows on the front of the house with modern equivalent windows  
[No comments.](#)

## **12. AOB**

### **12.1 Gardening Competition**

Karen Fraser reminded the clerk to set aside £500 for the prize and publicity for the gardening competition.

## **12 Date of Next Meeting**

### **12.1 Monday 3<sup>rd</sup> June**