



**Minutes of Linlithgow and Linlithgow Bridge Community Council
Meeting
on
Tuesday 23rd June 2020 at 19.30, online.**

Present: Chair Gordon Smith (GS), Pamela Barnes (PB), Fraser Falconer (FF), John Kelly (JK), Des Martin (DM), Maire McCormack (MMcC), Paula Ryans Stokes (PRS), Mike Vickers (MV), Provost Tom Kerr (TK), Councillor Tom Conn (TC), Councillor David Tait (DT) Graeme Grant (GG)

Apologies Martin Crook (MC), Liam Fraser (LF), Joyce Hartley (JH), Ian Kelly (IK), Scott Oliver (SO), Ron Smith (RS,) Police Scotland - Andrew Murray (AM) and Peter Robertson (PR).

Welcome GS welcomed Graeme Grant who is going through the co-option process.

Declarations of interest: No new declarations of interest noted

1. Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting Tuesday 26th May 2020. The minutes were accepted as a true record of the meeting proposed MV, seconded FF.

2. Matters arising. Update on Coronavirus support. PB reported on the continuing work of the coronavirus support group which provides weekly statistics. It has received 183 calls to date and has given 31 advice/support assistance by phone. The 1st Steps Café continue with their Foodbank deliveries and LY PP are continuing with their support services particularly valuable in the area of youth mental health. LCDT is facilitating facemasks in shops and on local transport. A weekly newsletter will be going out. LCDT is also working towards a coronavirus recovery plan for when furlough ends and an increase in unemployment anticipated. Discussions have also been held on the potential second wave of coronavirus in the autumn. LCDT is also helping those digitally isolated to become connected. Regarding future plans LCDT will be able to report with more substance at the August meeting. Topics addressed will include the new normal is as it is anticipated to affect elderly daycare centres and young people in particular.

3. Public Participation in on-line meetings of the Community Council. PB presented a paper entitled “Options for Holding Public Meetings Online” prepared by Pamela Barnes and Helen Hassel of LCDT. Four options were considered:

- a) Closed meetings with an option to submit questions by email prior to the meeting and answers forwarded by email following the meeting.
- b) Meeting attendance on a preregistration basis. Meeting agendas are advertised, and members of the public requested to email to receive joining instructions. Attendees are requested to submit questions before the meeting on topics on the agenda to be answered during the topic discussion or more general questions to be answered at

the end of the meeting. Attendees would be able to see and hear the meeting in progress but would not themselves be seen or heard (unless there was an option for them to deliver their question personally at the request of the chairman). During the meeting attendees would be able to use the chat function. A moderator will monitor the chat and pass questions to the chairman to be addressed at the end of the meeting.

- c) Meeting attendance open to all with joining instructions widely advertised. Public input to be controlled by the chair in the same way as public meetings held in the Burgh Halls.
- d) Meetings recorded by the Community Council for sharing with the public after the meeting.

During the discussion the following points were made:

- MM highlighted the GDPR issues. *Note: the ICO has issued the following blog <https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2020/04/video-conferencing-what-to-watch-out-for/> including maintaining control by, for example, restricting access to meetings using passwords, controlling when people can join the meeting and or controlling who is allowed to share their screens. Maintaining security by ensuring software is up-to-date and guarding against phishing risks.*
- Whether or not the public should be seen and whether presenting on video might be a deterrent to an interesting question.
- The level of anonymity.
- Creating a mailing list.

At the end of the discussion it was considered that whilst option c) is the closest to the current public meetings in the Burgh Halls; on line a means online to the world and it would be difficult to control the audience to just residents. Options c) carries the greatest GDPR risk. It was generally agreed that b) provided the best option if it can be achieved. It was agreed to hold a trial Community Council meeting with chosen members of the public during July when there is no advertised meeting. Date to be agreed. **Action PB/HH/JK/GS**

4. West Lothian Community Councils Scheme Review. JK introduced a paper entitled “Draft Comments on the Community Council Scheme Review”. In compiling the draft comments JK stated that he had made reference to the documents circulated to all community councillors by Lorraine McGrorty, the general overview of the potential changes from working group meetings (3 WLC officers & 3 members of the Joint Forum), JK’s discussions with GS, 2 emails of detailed comments from MV.

The only item of contention in the paper was number 21, referring to Section 13 of the Scheme which currently states that all community councils are members of the West Lothian Community Planning Partnership (CPP). MV strongly held that this clause should be retained. The counterargument was that West Lothian community councils would be better served by two representatives from the Joint Forum who have a seat at the table and contribute to meetings. PB stated that our voice was louder coming from representatives of all community councils, the issue then is how the Joint Forum communicates CPP strategies. DM stated that he had attended several CPP meetings confirming that CPP is a non-voting body of organisations which serve the community. Meetings tend to be information giving

sessions. TC stated that the CPP is a meeting of 21 representatives of partnership organisations which meet four times per year to discuss services given to the community enabling the compilation of the Local Outcomes Improvement Plan. The consensus was the agreement that the section 13 clause should change in line with comments in item 21.

MV asked for more time for final comments. JK requested that the comments be received to enable him to submit the final document to Lorraine McGrorty before 30 June.

5. Future Reporting of Ongoing Matters. JK referred to note 1 of the agenda. It was agreed that a progress report on ongoing issues be circulated monthly with the minutes. Items for the agenda to be notified to the secretary not less than 10 days before the next Community Council meeting enabling a more informative notice to be included in the Linlithgow Gazette and on Facebook.

6. Standing Reports. Neither the chairman nor secretary had anything further to add to the foregoing. The Treasurer confirmed by email that there had been no movement in the account over the preceding month. There was no police report. Planning application 0438/FUL/20 relating to a 103 m² temporary laboratory unit in the Mill Road industrial estate was the only planning application of relevance. There was no action to be taken on this planning application. There was no bus group report. A short report of the Joint Forum of Community Councils in West Lothian meeting was given as note 2 of the agenda. There was no action on any of the reports.

8. AOB A message had been received from Andrew Hemingway of Hillhouse that an existing footpath from Hillhouse to Manse Road be improved. TC confirmed that West Lothian Council officers support the upgrading of the footpath but it was not a priority since it did not have the consent of the farmer.

MM reported that her garage had been broken into and bikes stolen. She was disappointed at the lack of acknowledgement of the theft by the police.

Councillor Tom Conn informed the meeting that on the morning of 23 June West Lothian Council Education Executive met to discuss plans for the restarting of school after the summer. The main challenges were social distancing in school and a logistical solution to school transport necessary to facilitate social distancing. Officers have developed a local phasing delivery plan to support the implementation of the phased reopening of schools based upon 50% attendance, each pupil being allocated two days of in-school learning. A system of blended learning (in school teaching and home-based study) to commence on Wednesday, 12 August. Attendance will be based on either a Monday/Wednesday or Tuesday/Thursday rolling programme allowing for example tasks set by the teacher on a Monday to be undertaken at home on a Tuesday to be assessed and further teaching on a Wednesday with tasks to be completed before the following Monday.

Councillor Conn then stated that the above plans became contingency plans following John Swinney's statement on the afternoon of 23 June. The Deputy First Minister stated that if

the current progress in abating Covid 19 continued then full-time education would resume on 11 August (in-service day for staff only) with no social distancing. In addition to the £30 million already committed to provide laptops for disadvantaged children and young people and the £25 million of funding to enable a rollout of digital devices to pupils there would be a further £100 million over two years to support the return to school and help children recover lost ground. In addition, every probationary teacher who has reached the standard for full registration will be employed in a teaching post for the next school year.

Councillor Conn continued his briefing by referring to the Spaces for People initiative for temporary measures to make travel and exercise safer during Covid 19. The projects in Linlithgow under consideration are:

- improvements to Capstan's Walk
- footway widening at Oliphant's bakery High Street
- footway widening at Back Station Road
- suspension of parking between the south side existing footpath and the High Street between St Michael's Wynd and the Four Marys and also between Lion Well Wynd and New Well Wynd (pavement parking).
- Walker/cyclist friendly zones will be introduced on rural roads in the Bathgate Hills with a reduced speed limit of 40 mph.
- Advisory/temporary cycle lanes will be introduced along the Edinburgh Road and St Ninian's Road.
- Physical distancing signage and measures at lay-by bus stops.

9. Meeting Close There being no other business the meeting closed at 20.45

10. Next Meeting - The next meeting of the Community Council is Tuesday, 25th August 2020.

John Kelly, Secretary,
1st July 2020