



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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## MINUTES OF THE JULY MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.00PM ON MONDAY 13<sup>TH</sup> JULY 2020

**Present:** - Town Cllrs: S. Saunders (Mayor), I. Cooper (Deputy Mayor), P. Cox, J. Dinnie, F. Ivens, P. Cowley, P. Tesh, M. Westwood, P. White, J. Barker, V Murphy (via phone link)

Public: 0                      Press: C. Rowland                      WCC & SDC: J. Barker & T. Harvey                      Clerk: A. Packer & D. Neath

### 1 INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council, welcomed members of the Town Council to the July Town Council meeting which, due to restrictions relating to COVID-19, was held via the 'Zoom' platform

### 2 APOLOGIES FOR ABSENCE – Cllr Kelly

### 3 DECLARATIONS OF INTEREST – none requested

### 4 MINUTES OF PREVIOUS MEETINGS

- **Cllr. Saunders proposed that the minutes for the meeting held on 8th June 2020, with the removal of the name "Scobie" at 6.1, be accepted as a true and accurate record - seconded by Cllr. Cowley - unanimous – motion carried**
- **Cllr Saunders proposed that the minutes for the meeting held on 23rd June 2020 be accepted as a true and accurate record seconded by Cllr. Tesh 8 for – 2 abstained -0 against - Motion carried**

### 5 CLERK'S REPORT - Report noted, copy attached to minutes. Vote of thanks expressed to the Clerk from all Councillors for her superb efforts in what has been a very busy and challenging month

### 6 REPORTS

#### 6.1 Town Councillors

- Cllrs. Dinnie, Ivens, White, Cowley, Cooper and Tesh – no reports.
- Cllr. Westwood read out a statement from SWIFT which will be released to the public on 15.7.2020. Surveys regarding flooding on car parks completed & pre-application to highways in relation to Ellen Badger development noting 600 interactions on social media
- Cllr. Cox had reported to WCC general state of footpath and hedges in Shipston following complaints. Noted excess of zip ties left on on lamp posts from signs. Cllr. Barker to contact Enforcement Officer at SDC re signs on lamp posts. Cllr. Cox raised question of CCTV being permitted at residential dwellings. Clerk advised that private CCTV is not governed by RIPA.
- Cllr. Murphy reported that due to an incident on the Taylor Wimpey site, areas of Shipston had been without power but this had now been restored.
- Cllr. Saunders updated STC members on recent visit to recently re-opened pubs and hairdressers in Shipston with Cllr. Cooper. They had been well received and were impressed with the effort made by businesses to adapt due to Covid-19 measures.

#### 6.2 County Council – Cllr. Jo Barker

- Cllr. Barker noted she was the only point of contact for WCC to authorise switching on of the street lights overnight (in relation to resident's pleas during recent events at Mayo Road). She congratulated the Clerk on her sterling work with regard to this.
- Cllr. Barker will attempt to arrange extra 'gully busting' from WCC and request that Severn Trent Water clear silt/sewage build up since the flood. Cllr. Saunders added that 'fat berg' may be problem which has built up

on main road leading to Mill car park. There may be drains to change where swan necks/walls are a problem. Cllr Tesh asked if Taylor Wimpey can be pushed to start the attenuation pond – conditions to be checked with planning enforcement at SDC as the attenuation pond was to serve both sets of development land.

**6.3 District Council – Cllr. Trevor Harvey**

- Government announcement on 2<sup>nd</sup> July of £5000m as third tranche for lost income to cover 75% of the losses. Councils still not informed as to how much they will receive. Emergency budget to be produced in October 2020. Leisure Centres can open pools and gyms from 25.7.2020 due to deal negotiated by SDC with operators.
- Due to the overwhelming number of planning applications received, the quorum for the Planning Committee will be reduced from 5 to 3 and they will meet more frequently.
- White Paper on devolution of Government to be published in the Autumn, anticipated to be promoting unitary local authorities so having a broader range of responsibilities and a more unified approach to activities. WCC options would be one large one serving 600,000 people, or split into two as North Warwickshire and South Warwickshire. Stratford and Warwick District Councils may have one distinct role with shared management and collaboration.
- CIL money – Following SDC's request for applications, 18 satisfied criteria. Agreement for a Shipston project, that being the natural flood management scheme.

**6.4 SNT – No report received this month.**

**6.5 Shipston Forum – Mr Rowland informed that August Forum would include history of Forum, launch of a new children's page and some club submissions. Future delivery of Forum to be considered – currently various distribution points in town.**

**6.6 Shipston Area Flood Action Group (SAFAG) – No report this month.**

**6.7 Youth Working Group – No report this month.**

**7 Open Forum for Parishioners:**

No members of public present. No submission to clerk for including

**8 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>**

**8.1 PLANNING APPLICATIONS CONSIDERED BY PLANNING COMMITTEE 22<sup>ND</sup> JUNE 2020**

• **NEW APPLICATIONS**

20/01361/FUL – 4 Parsons Close – No rep

• **PLANNING APPEALS**

**8.2 20/02892/FUL – 16 Mill Court – change of use refused. Cllr Tesh noted the planning committee's concerns over loss of affordable housing and parking. Neil Pearce, planning consultant concluded SDC should not have refused on the basis they did and that STC should have no further involvement.**

• **PLANNING DECISIONS FOR NOTING:**

20/00952/FUL – 43 Queens Ave – single storey rear extension – Permission with conditions

**9.1 OTHER PLANNING MATTERS**

- **19/03574/FUL – Lunnons Farm, Barcheston – erection of poultry buildings and associated infrastructure, updated**
- Housing Needs survey – Cllr. Tesh to liaise with Cllr. Cooper to clarify need and funding.
- Town Design Statement – Cllr Tesh awaiting final draft from Paul Richardson for consideration & review
- Crest Nicholson Development adjacent to Oldbutt Road – Cllr Tesh to arrange a meeting when work resumes
- Clark House (Museum - change of use) – Clerk to submit application

**9.2 OTHER INFRASTRUCTURE MATTERS**

- Drains/flooding – noted that Highways currently working on London Road

**10 GENERAL PURPOSES WORKING GROUP (GPWG) – Chair – Cllr. Cox.**

Cllr. Cox as new Chair of GPWG, expressed thanks to Cllr. Ivens for her hard work as Chair of the group.

**10.1 With reference to the COVID 19 Risk assessment prepared by the Clerk for the play areas, discussions revolving around planned reopening included that 'fogging' could be explored for cleaning. Clerk to investigate.**

**Cllr Dinnie proposed that the play areas remain closed until a way of compliance with the Government guidance can be found, seconded by Cllr Ivens – 9 for – 2 abstentions – 0 against – motion carried**

- 10.2** STC discussed pedestrian safety over the river bridge and the preference of having a footbridge adjacent to the bridge. Cllr Cooper noted that more people are out exercising, Cllr Harvey was invited to note details he had on other areas with solutions over narrow bridges. Cllr Tesh noted that good intervisibility would be needed from both sides of the bridge and safe option would be traffic lights. Width of bridge may be an issue.  
**Cllr Saunders proposed that this be referred to Planning Committee for further research, seconded by Cllr Cooper – unanimous for – motion carried**
- 11** **HEALTH, AMENITY AND LEISURE PROJECTS (HALP)** – Chair – Cllr. Cowley. Cllr. Cowley, as new Chair of HALP, expressed his thanks to Cllr. Saunders and Cllr. Westwood for their previous joint chairmanship of this group. Verbal report noted developing a five year plan including River Project, paths, alleyways, Ridgeway & Cemetery chapels. Cllr Cowley also noted a project being lead by Dr Andy Fincham to convert the old tramway from Stratford to a cycle path.
- 12** **COMMUNICATIONS WORKING GROUP (CWG)** – Chair - Cllr. White. Minutes noted and verbal report from Cllr White re website accessibility – update of STC website to comply with accessibility requirements. Cllr Westwood referred to her request for an anti-racist statement which had been discussed at Comms meeting and no proposal put forward. Cllr Westwood left the meeting.
- 13 **FINANCE WORKING GROUP** – Chair, Cllr Cooper – Minutes from meeting as below for noting
- 13.1 **Apologies for absence - none**
- 13.2 **FWG membership** – new members Jo Barker and John Dinnie were welcomed to the group.
- 13.3 **Election of Chair** – proposal for Ian Cooper to continue as chair, agreed by the members of the working group.
- 13.4 **Annual Return** – AP provided an update on the annual return (AGAR) and internal audit process. Looking to publically publish for 2 weeks in July.
- 13.5 **SAFAG / Woolfair VAT claims** – FWG considered update, implications and actions resulting from HMRC determination. FWG will look to set up meeting with SAFAG to further discuss. We will look to close off the books for 2019 with a debt against SAFAG and a creditor to HMRC. JD & VM declared interest.
- 13.6 **CMIS Paperless office** – Training to be scheduled and Tablet specification to be determined with possibility of a limited trial. FWG needs to ensure policy in place for loan equipment.
- 13.7 **Clark House Lease** –AP provided an update on schedule of works (window leak and electrics) / stair lift and planning permission for change of use (FD to look into change of use).
- 13.8 **Council Investment Strategy** – £100,000 of reserves from the NATWEST reserve account have now been repaid and are due to be invested in the CCLA instant access account.
- 13.9 **Finance Regulations** – STC Finance Regulations have been updated in line with NALC model Financial Regulations – see attached. Please note sections highlighted in green, which are amendments of additions to our previous Financial Regulations. Financial Regulations are recommended to Council for approval and adoption.
- 13.10 ***Recommendation: The Town Council adopts the Financial Regulations.***  
**Cllr Cooper proposed that the Town Council adopts the updated Financial Regulations, seconded by Cllr Dinnie – unanimous (noting Cllr Westwood no longer present) – motion carried**
- 13.11 **Long term STC strategy** – update and action plan to be carried forward (note: FWG to set up meeting with chairs of working groups to discuss medium/ long term plans, which will feed into Long Term investment strategy.)
- 13.12 **Audit of IT and internet services** – With Mr Scobie’s departure from the FWG, it was recommended that we get an external party in to carry out the audit. – Approved by STC – no further update.  
**Risk Register** – Actions for other working groups, specifically #2 Press Management (Comms), #4 Managing Staff (Staffing) and for councillors to note - #8 Expenses policy and #10 Councillor Competence (code of conduct attached). JB / GK to review.
- 13.13 **Clark House Telephone system** – a quote has been received from current suppliers of the telephone system for it to be upgraded. Redwax have recommended a couple of companies.
- 13.14 **S106 & CIL funds** – ongoing review together with PT of S106 & CIL funds available / due STC.
- 13.15 **AOB** – Insurance renewal due, AP to investigate any required changes to the policy.
- 14** **FINANCIAL MATTERS**  
Invoices for approval - as listed June/July 2020 with the following added verbally at the meeting:  
Konica Minolta £62.20, Pink Connect £198.22, Npower Xmas lights £360.00, Npower chapel £32.03, KMS £672.00, Redwax £195.00 (July invoice) and Eon (NCH) £143.97

Clerk noted that the reports were being generated manually as the year end procedures on Edge hadn't been finalised.

**Cllr Saunders Cooper proposed that invoices are paid, with the addition of those added by the clerk, seconded by Cllr Cooper – unanimous – motion carried**

**15 CONSIDERATION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING FOR AGENDA ITEMS 16 AND 17**

**Cllr. Saunders proposed that the meeting be closed to press and public, seconded by Cllr Barker – unanimous – motion carried**

Cllr Harvey and Mr Rowland left the meeting.

**16 UNAUTHORISED ENCAMPMENT AT MAYO ROAD RECREATION GROUND**

Discussion to determine what further action might be required to be taken by STC as a result of the incident. Suggestions of writing to the PCC, another noting the need to know why permission had been given for occupants to stay. Two concerns being actions on the day of eviction and the other being the lack of officers on the site to take action on the root cause. Noted how frightening it was for residents and more so that when police were called, nobody came. More police cover is needed which should be taken up with the PCC. Consideration also given to look at security of our open spaces to deter future encampments.

**Cllr. Saunders proposed that a letter of complaint be written to Warwickshire Police - seconded by Cllr. Dinnie – unanimous – motion carried**

**Cllr. Saunders proposed that letter be written to the Police Crime Commissioner requesting clarification of policing and his presence at a council meeting - seconded by Cllr. Cooper – unanimous – motion carried.**

**Cllr. Cooper proposed that security of open spaces be referred to the General Purposes Working Group for discussion - seconded by Cllr. Saunders – unanimous – motion carried**

**17 CONFIDENTIAL STAFFING MATTERS**

*Recommendation from Staffing Working Group to retrospectively approve contracts of employment previously drawn up for STC Admin Assistant and Town Clerk*

Cllr Cooper noted some of the NALC model guidelines put obligations on councils if circumstances arise, but the staff contracts are based on those guidelines.

**Cllr Saunders proposed that both the contract for admin assistant and for clerk are retrospectively approved, seconded by Cllr Ivens – unanimous – motion carried**

**Cllr Saunders proposed to close the meeting, seconded by Cllr Cooper – unanimous – motion carried**  
**Meeting closed at 9.10pm**

**DATE OF NEXT MEETING**

**Monday 10<sup>th</sup> August**

Signed.....  
Councillor Sheelagh Saunders  
Town Mayor, Shipston on Stour Town Council

Date