



# SHIPSTON ON STOUR TOWN COUNCIL

## A G E N D A

**Council Offices:** New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD

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**To: (Councillor)** S. Saunders (Town Mayor), I. Cooper, J. Barker, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy, P. Tesh, M. Westwood, P. White, P. Cowley of **Shipston-on-Stour Town Council**

The business to be transacted at the meeting is as follows: -

You are hereby summoned to attend a Meeting of the above-named Council, convened by the Town Mayor, Councillor Dan Scobie, to be held via video conference on Monday 8th June 2020, commencing at 7.00pm.

For the health and well-being of our community as a result of the COVID-19 crisis, Shipston Town Council meetings will be held remotely until further notice, under "The Local Authorities (Coronavirus) Flexibility of Local Authority Meeting (England) Regulations 2020". Shipston Town Council will be using the 'Zoom' platform to facilitate the holding of meetings, which will be recorded using the Zoom software.

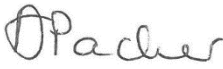
A recording of the meeting may be made available by request.

### **AGENDA FOR THE JUNE 2020 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL**

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, family, friends or close associates.

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| 1 | <b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b>  |
| 2 | <b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (Councillors are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where the interest is theirs, their spouse or civil partner's, or is an interest of somebody with whom they are living as a husband or wife or as if they were civil partners, they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter. They must also disclose the interest if it has not yet been entered on the Authority's register unless it is a sensitive interest)</b> |
| 3 | <b>TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK</b>   |
| 4 | <b>MINUTES OF THE LAST TOWN COUNCIL MEETING WHICH TOOK PLACE ON 18<sup>th</sup> MAY 2020</b> <ul style="list-style-type: none"><li>• To confirm minutes (draft attached)</li></ul>  |
| 5 | <b>CLERK'S REPORT (attached)</b>  |
| 6 | <b>REPORTS</b> <ol style="list-style-type: none"><li>1. Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</li><li>2. County Council issues (WCC – Warwickshire County Council)</li><li>3. District Council issues (SDC – Stratford District Council)</li><li>4. SNT (Safer Neighbourhood Team) – report as needed</li><li>5. Shipston Forum – current issue</li><li>6. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary</li><li>7. Youth Working Group – report as necessary</li></ol>  |
| 7 | <b>OPEN FORUM (15 MINUTES DURATION)</b> <ul style="list-style-type: none"><li>• Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.</li></ul>   |
| 8 | <b>PLANNING MATTERS – all planning applications &amp; updates available at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a></b><br><b>PLANNING APPLICATIONS CONSIDERED BY PLANNING COMMITTEE 9<sup>TH</sup> MARCH 2020 (DRAFT MINUTES ATTACHED)</b>   |

	<p><b>NEW APPLICATIONS considered by PC :</b></p> <ul style="list-style-type: none"> <li>• 20/00356/FUL – 62 Hawthorn Way – No rep</li> <li>• 19/03019/FUL – Shipston High School (referred to full council meeting 9<sup>TH</sup> March 2020)</li> </ul> <p><b>AMENDMENTS TO PLANNING APPLICATIONS considered by PC:</b></p> <ul style="list-style-type: none"> <li>• 20/00020/FUL – 4 Pittway Ave – Amendment – no further comment</li> </ul> <p><b>PLANNING APPLICATIONS RESPONDED TO BY THE CLERK using delegated authority after consultation with the Planning Committee</b> - Responses for noting as follows:</p> <ul style="list-style-type: none"> <li>• 20/00343/FUL – Land at Campden Road – Object (following on from holding objection)</li> <li>• 20/00647/LBC – George Wells House, Church Street – No rep</li> <li>• 20/00726/FUL – 3 Joy Drive – No rep</li> <li>• 20/00811/FUL – 33 New Street – No rep</li> <li>• 20/00822/FUL – Archway House - No rep</li> <li>• (20/00896/LDP – 15 Norgren Cres – Not consulted)</li> <li>• 20/00952/FUL – 43 Queens Ave – No rep</li> <li>• 20/00954/COUR – Springfield Farm Rise - Object</li> <li>• (19/03019/LDP – Shipston High School - Not consulted)</li> </ul>
	<p><b>NEW PLANNING APPLICATIONS</b> (planning spreadsheet attached) - for noting as to be considered by PC</p> <ul style="list-style-type: none"> <li>• 20/01066/FUL – 22 Old Road</li> </ul> <p><b>PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL</b></p> <ul style="list-style-type: none"> <li>• 20/00033/VARY – 76 Campden Road – Permission granted</li> <li>• 20/00268/FUL - 4 Simpson Rd – Permission with conditions</li> <li>• 19/00732/VARY – 76 Campden Road – Permission</li> <li>• 20/00384/FUL – Cotswold Fold, 37 Telegraph St – Refused</li> <li>• 20/00726/FUL – 3 Joy Drive - Permission with conditions</li> <li>• 10/00075/OUT – Springfield Farm Rise – Refused</li> <li>• 20/00647/LBC – George Wells House, Church Street – Consent with conditions</li> <li>• 20/00822/FUL – Archway House – Permission with conditions</li> <li>• 20/00811/FUL – 33 New Street - Refused</li> <li>• 20/00356/FUL – 62 Hawthorn Way – Permission with Conditions</li> </ul> <p><b>PLANNING APPLICATIONS WITHDRAWN</b></p> <ul style="list-style-type: none"> <li>• 20/00538/FUL – 15 Norgren Crescent -withdrawn</li> </ul> <p><b>PLANNING APPLICATION APPEALS</b></p> <ul style="list-style-type: none"> <li>• 20/02892/FUL – 16 Mill Court – appeal against decision</li> </ul>
9	<p><b>OTHER PLANNING MATTERS</b> – Request from Medical Centre for a letter of support from STC for the Ellen Badger redevelopment; <i>“ In order to further our business case for the development of new premises with South Warwickshire Clinical Commissioning Group we are required to elicit letters of support from key stakeholders. As such we would be grateful if you would feel able to provide us with such a letter.”</i></p>
10	<p><b>GENERAL PURPOSES WORKING GROUP (GPWG)</b> – Cllr Ivens, Chair of Group – Nothing to report. Meetings to resume via Zoom</p>
11	<p><b>HEALTH, AMENITY AND LEISURE PROJECTS (HALP)</b> –Cllrs Saunders and Westwood, Joint Chairs – Nothing to report. Meetings to resume via Zoom</p>
12	<p><b>COMMUNICATIONS WORKING GROUP (COMMS)</b> – Cllr White, Chair of Group – verbal report from Cllr White on contracts for production of Shipston Forum.</p> <p><b>Recommendation : To accept contract between TALA Communications and STC (draft attached)</b></p> <p><b>Recommendation: To accept contract between Busy Biz and STC (draft attached)</b></p> <p><b>Recommendation: Authorise contracts to be signed on behalf of STC</b></p>
13	<p><b>FINANCE WORKING GROUP (FWG)</b> – Cllr Cooper, Chair of Group – Minutes of April and May meetings attached</p>
13.1	<p><b>APOLOGIES FOR ABSENCE RECEIVED FROM:</b> None</p>
13.2	<p><b>FWG Vacancy</b> – there is at least one vacancy on the FWG. IC to send out email to councillors.</p>
13.3	<p><b>Covid 19</b> – update provided on relevant disruption in relation to FWG – payment authorisations have been approved between the Town Clerk and Chair of FWG in line with emergency regulations – so that we can pay our bills. Discussion around grants that have been paid to organisations who have had their event cancelled due to Coronavirus – principally PROMS and Wool Fair. FWG recommend allowing organisations to retain funds and review with next year’s grant applications.</p> <p><b>Recommendation: FWG recommends allowing organisations to retain grants.</b></p>

13.4	<p><b>CMIS Paperless office</b> – Cllr Cooper to follow up with dates and timings for finalising the development and to determine Tablet specification for Councillor use so that these can be ordered. FWG needs to ensure policy in place for loan equipment.</p> <p><b>Recommendation: Tablets can be ordered once suitable spec is determined, provided expenditure is within budget.</b></p>
13.5	<p><b>Clark House Lease</b> – a new lease has been drafted for the Historical Society, and reviewed by Cllr Cowley. Clerk will provide a schedule of maintenance that STC will be responsible for before. This will include upgrades to the electrics. Three quotes have been obtained for this work, FWG recommend one quote be accepted. We also need to request a change of use for the museum to be able to operate from the premises.</p> <p><b>FWG Recommends:</b></p> <ol style="list-style-type: none"> <li><b>1. That quote number 2 on attached sheet for electrical work to Old Clark House be accepted</b></li> <li><b>2. That STC apply for change of use.</b></li> </ol>
13.6	<p><b>Finance System and Training</b> – Clerk provided an update on Finance Systems, appointment of Internal Auditor and completion of AGAR.</p>
13.7	<p><b>Council Investment Strategy</b> – £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.</p>
13.8	<p><b>Finance Regulations</b> – Cllr Cooper will update Finance Regulations in line with NALC model Financial Regulations. Standing Orders are recommended to Council for approval subject to agreement on quorum for committees.</p> <p><b>Recommendation: The Town Council adopts the Standing Orders as presented</b></p>
13.9	<p><b>Long term STC strategy</b> – 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.)</p>
13.10	<p><b>Audit of IT and internet services</b> – With former Cllr Scobie's departure from the FWG, it was recommended that we get an external party in to carry out the audit.</p> <p><b>Recommendation: Quotes are obtained and external party appointed to conduct Audit of IT and Internet services.</b></p>
13.11	<p><b>Risk Register</b> – 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). Cllr Cooper to ask Cllr Kelly / Cllr Cowley to look over.</p>
13.12	<p><b>Clark House Telephone system</b> – a quote has been received from current suppliers of the telephone system for it to be upgraded. FWG will ask Redwax to look over it.</p>
13.13	<p><b>S106 &amp; CIL funds</b> – ongoing review together with Cllr Tesh of S106 &amp; CIL funds available / due STC.</p>
13.14	<p><b>AOB</b> - none</p> <p><b>Date of Next Meeting:</b> Monday 15th June 2020</p>
14	<p><b>FINANCIAL MATTERS</b></p> <ol style="list-style-type: none"> <li>Invoices paid– as listed March/April 2020 and April/May 2020 – for noting as paid under delegated authority</li> <li>Invoices for approval – as listed May/June 2020</li> <li>Income to be noted at next meeting</li> </ol>
15	<p><b>WORKING GROUPS</b></p> <p>To agree membership of the following working groups/committees</p> <ul style="list-style-type: none"> <li>Finance Working Group</li> <li>Communications Working Group</li> <li>General Purposes Working Group</li> <li>Health Amenities &amp; Leisure Projects Working Group</li> <li>Staffing Working Group</li> <li>Planning Committee</li> </ul>
16	<p><b>SHIPSTON COMMUNITY</b></p> <ul style="list-style-type: none"> <li>To discuss a proposal from Cllr Cooper for short term road closures to support town centre businesses once opening restrictions are lifted.</li> </ul>
17	<p><b>COUNCILLOR VACANCY</b></p> <ul style="list-style-type: none"> <li>Clerk to update on any correspondence resulting from the published Councillor Vacancy Notice</li> </ul>
	<p><b>DATED THIS 3<sup>rd</sup> June 2020</b></p> <p></p> <p><b>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</b></p>