



SHIPSTON-ON-STOUR TOWN COUNCIL

AGENDA

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

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To: (Councillor) J. Warner (Town Mayor), B. Cooper, I. C. Cooper, M. Ferrier, A. Henderson, F Ivens, V. Murphy, K Perry, P. Rathkey, S. Saunders, D Scobie, M. Westwood, P. White of **Shipston-on-Stour Town Council**

You are hereby summonsed to attend a Meeting of the above named Council, convened by the Town Mayor, Councillor Jackie Warner, to be held in New Clark House on Monday 12th October, 2015 commencing at 7.00pm.


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

AGENDA FOR THE OCTOBER 2015 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 | APOLOGIES FOR ABSENCE |
| 2 | ACCEPTANCE OF APOLOGIES |
| 3 | 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) |
| 4 | TO NOTE DISPENSATIONS RECEIVED BY THE CLERK |
| 5 | MINUTES of the last TOWN COUNCIL MEETING that took place on 14th <ul style="list-style-type: none">• To confirm minutes (draft attached) |
| 6 | CLERK'S REPORT <ul style="list-style-type: none">• Clerk's Report (attached) |
| 7 | REPORTS <ol style="list-style-type: none">1. Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)2. County Council issues (WCC – Warwickshire County Council)_3. District Council issues (SDC – Stratford District Council)4. SNT (Safer Neighbourhood Team)5. Shipston Forum – current issue6. Neighbourhood Plan – report and / or update as necessary7. River Walk – report and / or update as necessary8. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary |
| 8 | OPEN FORUM (15 MINUTES DURATION) <ul style="list-style-type: none">• Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.• |
| 9 | CCTV – SDC INVOICE <ul style="list-style-type: none">• To discuss an annual contribution to SDC of £5778.00 for the CCTV provision in Shipston |

10	<p>PLANNING MATTERS</p> <ul style="list-style-type: none"> • NEW PLANNING APPLICATIONS 15/03473/TREE – Lansdown House, Sheep Street – tree works • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/02936/FUL – 23 Elm Road – 2 storey side extension - Refusal
11	<p>PORTOBELLO CROSSROADS</p> <ul style="list-style-type: none"> • To discuss the proposed traffic solution by WCC for Portobello Crossroads (documents attached)
12	<p>SUSTAINABILITY WORKING GROUP</p>
12.1	<p>Verbal report from Chair of Group – Cllr Alison Henderson To include discussion on the Joint Healthy South Warwickshire Funding opportunity – bids to be submitted by 30th October 2015 (email previously forwarded to all councillors)</p>
12.2	<p><u>Next meeting scheduled for Monday 2nd November, 20:00 hrs</u></p>
13	<p>GENERAL PURPOSES WORKING GROUP – To consider a report from Cllr Ivens (FI) – Chair of GPWG</p>
13.1	<p>Apologies received from: S. Saunders and V. Murphy</p>
13.2	<p>Outdoor Gym Equipment – Some minor repairs needed, parts will be ordered and fitted</p>
13.3	<p>Hanging Basket Poles in High Street – Due to the continuing damage and repairs needed, the group will meet with Shipston in Bloom to discuss the way forward.</p>
13.4	<p>Bin and street furniture audit - A full audit of all bins and street will be undertaken by the group</p>
13.5	<p>Contracts: Town Cleansing, Grounds Maintenance and Cemetery - The 3 year contract from 1st November 2015 to 31st October 2018 have been signed by the Mayor, Chair of GPWG and the Contractor, witnessed by the Town Clerk.</p>
13.6	<p>River Bank adjacent to Mill Hotel – following complaints this area has been cut back by SDC, the group are still unhappy with the appearance of the area.</p> <p>Recommendation: SDC be asked to remove the picnic bench and allow the area to revert to natural river bank. Access to the area should be prevented, the area’s surface is uneven and there is a sharp drop to the river which may be dangerous to children.</p>
13.7	<p><u>Next meeting scheduled for Wednesday 28th October at 2.00 pm</u></p>
14	<p>COMMUNICATIONS WORKING GROUP –</p> <p>No report this month</p> <p>Date of Next Meeting – Monday 19th October 2015 at 7.30pm</p>
15	<p>FINANCE WORKING GROUP – To consider report prepared by Cllr Ian Cooper (IC) – Chair of FWG</p>
15.1	<p>Apologies – none received</p>
15.2	<p>Review of Risk Register – update FWG went through Risk Register in detail following DS’s excellent work in updating this. Number of risks identified, to be communicated with other working groups and reviewed in a couple of months’ time.</p>
15.3	<p>Review of Assets and Reserves – agree procedure IC to circulate summary spreadsheet to FWG. We should look towards providing a 3 year plan of asset replacement, maintenance and reserve utilisation. We also need a check list for asset inspection.</p>
15.4	<p>Cemetery Lodge Solicitors Fees – update on costs £648 cost of review of all existing documentation for legal position.</p>
15.5	<p>Cost for tree inspection – update on costs GB to ask insurers what level of cover is required and feedback to FWG.</p>

<p>15.6</p> <p>15.7</p> <p>15.8</p> <p>15.9</p> <p>15.10</p> <p>15.11</p>	<p>Damage deposit for High Street events – update and actions with PM@SDC Damage deposit by way of bond / contract – GB to ask PM for their policy / wording.</p> <p>Initial thoughts on 2016 / 17 precept FWG to consider: 3 year outlook on projects / assets; process / involvement; timing; deadlines. IC to circulate draft timetable. Grant advert needs to go in forum</p> <p>Renewal of Edge Accounting Software FWG recommend 3 year contract – GB to speak with Edge</p> <p>Electronic banking – feedback from Lloyds IC to speak with Lloyds & look at Unity bank. GB to check with NALC as to latest guidance.</p> <p>Other matters GB raised: quote for Christmas lights 1.35% increase – should look at introducing LED lights; Insurance cover for Town Centre events – through STC policy; Local Council Awards Scheme (NALC) – GB to advise on which level we should go for; Sports Club request for drive repairs - should be put through precept grant request process.</p> <p>Date of Next Meeting Monday 19th October 2015 at 6.30pm</p>
<p>16</p> <p>17</p>	<p>FINANCIAL MATTERS (documents attached)</p> <ul style="list-style-type: none"> a) Invoices received – as listed September 2015 / October 2015 b) Payments received – as listed September 2015 / October 2015 c) <p>CORRESPONDENCE (list attached)</p> <ul style="list-style-type: none"> • As listed in September 2015 / October 2015 <p>DATED THIS 7th September, 2015 (Signed)</p> <p></p> <p>SHIPSTON TOWN CLERK</p>