



SHIPSTON-ON-STOUR TOWN COUNCIL

A G E N D A

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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 13th July, 2015 commencing at 7.00pm.

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


AGENDA FOR THE JULY 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 | MINUTES of the last TOWN COUNCIL MEETINGS that took place on 8th and 22nd June, 2015 <ul style="list-style-type: none">• To confirm minutes (drafts attached) |
| 5 | CLERK'S REPORT <ul style="list-style-type: none">• Clerk's Report (attached) |
| 6 | REPORTS <ol style="list-style-type: none">1. Reports from Town Councillors concerning issues within Shipston2. County Council issues3. District Council issues4. SNT (Safer Neighbourhood Team)5. Shipston Forum – current issue6. Neighbourhood Plan (Steering Group Report attached)7. River Walk – report and / or update as necessary8. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary |
| 7 | 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. |
| 8 | COMPLIANCE WITH TRANSPARENCY GUIDELINES <ul style="list-style-type: none">• To consider a proposal: All documents sent out in the bundle to councillors preparatory to a town council meeting will in future be made available on the councils website at the same time as the actual agenda. The only exceptions will be those documents which have been identified by the submitters as containing sensitive or confidential information in which case redacted copies should be provided if possible. This should be implemented from the August meeting |

9	<p>PLANNING MATTERS – all planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/</p> <ul style="list-style-type: none"> • NEW PLANNING APPLICATIONS 15/01974/FUL – Wisteria Lodge, Church Street – amendment to access 15/02082/TREE – 18 New Street – fell T1 Ash 15/01807/FUL – 7 Ashgrove – single storage extension 15/02070/VARY – Pettiphers Garage, Church Street – variation of permission 13/02896/FUL – repositioning of building and extend hours of operation 15/02012/FUL – 57 Hawthorn Way – single storey rear extension 15/02220/FUL – 17 Banister Way – alterations to existing consoravtory • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/01255/FUL – Killarney Corner, Sheep St – construction of outhouse – permission with conditions 15/01667/FUL – 57 Hanson Avenue – First floor side extension – permission with conditions 15/01637/FUL – 3 The Maldens – 1 storey front extension, changes to windows – Permission with conditions 15/01612/FUL – 78 Hanson Avenue – ground floor front extension – permission with conditions 1/01574/LDE- Mencap, Hay Meadow – side & rear extension – Cert. of Lawful proposed use of development • PLANNING APPEALS - APP/J3720/W/15/3007063 Appeal Hearing Orbit Homes – London Road
10	SUSTAINABILITY WORKING GROUP – To consider report prepared by Cllr Ferrer – Chair of SWG
10.1	APOLOGIES FOR ABSENCE RECEIVED FROM: Cllr Henderson
10.2	Elect a Chairman – This was deferred until the next meeting
10.3	<p>How to develop a list of open space S106 requests? (Request from June STC meeting)</p> <p>What do we have to do for CIL compliance? (Intersect with Neighbourhood Plan)</p> <p>It was suggested that we need a strategy for open spaces, which correctly should come from the neighbourhood plan. For example should we go for lots of small ones, one big one or a mixture? We already have three central places, the sports Club, The Rugby Club and the Leisure Centre. Should we go for a new one as an indoor arena, perhaps on the WCC land beside the school? One further suggestion was to link a riverside walk across a bridge from the sports club. Other suggestions were an all-weather surface and indoor sports area. What did the school have as phase 2, didn't that have an indoor facility?</p> <p>Actions: (MF)</p> <ul style="list-style-type: none"> • Invite the NHDP open spaces people to the next meeting. • Invite the NHDP site allocations people to the next meeting. This would also facilitate a follow on discussions about the location of a car park. • Determine total S106 Open space money aggregated over all the developments.
10.4	<p>What other topics should we pursue in the coming months? Suggestions are:</p> <p>A. S106 Tracking, in particular Paddock View and Hornsby Close, How to do it e.g. Google Sheets. This would involve writing to the individual requestors of S106 money and asking them what they planned to do with the money. The responses should be made public. MF to kick-off.</p> <p>B. Anything more to be done over health centre? We should have a discussion with the Practice Manager about progress with the Health Centre. (BC)</p> <p>C. Ownership of the Banner homes open space site/ Oldbutt Open space. Discussion should take place to ascertain the principle of ownership, or not prior to discussion with Cala Homes. Should invite Chair of GPWG to any meeting. Schedule for July Meeting. (MF)</p> <p>D. What should we do at Orbit Homes especially S106 requests? See item 2 above. In addition has the Football Pitch lease been signed or held up by the appeal? MF to check with the Clerk.</p> <p>E. What should we do at Shoulderway Lane in particular S106 CIL compliant requests? (See item 2 above)</p> <p>F. What should we do as a consequence of ASL Plan B appeal result, anything? Dialogue with the developers about ASL3 – to discuss whether there is any scope to change the layout of the site to reduce the visual impact. Perhaps with a representative of SHARD in attendance, to ensure transparency? Dialogue with ASL1/ASL2, so we may have the opportunity to influence the final site plan. We would invite ASL for a discussion at the August meeting when they have decided what they are going to do over the supermarket. We would also invite the SHARD people to have discussions about the mitigation issues discussed at the ASL-3 committee hearing. (MF)</p> <p>G. What are the big ones to tackle after the medical centre?</p> <p>H. What should we make public in the way of S106 Tracking?</p> <p>I. Dialogue with the developers about ASL3-to discuss whether there is any scope to change the layout of the site to reduce the visual impact. Perhaps with a representative of SHARD in attendance, to ensure transparency?</p> <p>J. Dialogue with ASL1/ASL2, so we may have the opportunity to influence the final site plan.</p> <p>K. What else to do with the Medical Centre? Can we ensure we are kept up to date with all developments?</p>

10.5	Any other business – The planning principle for car parking when extensions have been granted or applied for was raised. To be added to the next planning working group meeting.
10.6	Date of Next SWG Meeting – Wednesday 27 th July at 8.00pm
11	GENERAL PURPOSES WORKING GROUP – To consider report prepared by Cllr Ivens – Chair of GPWG
11.1	APOLOGIES FOR ABSENCE RECEIVED FROM: None received.
11.2	<p>Dog Fouling Campaign</p> <p>Following residents' complaints--- the Dog Fouling Banner/Sign will be placed in the first instance, at the entrance to the Hanson Track at the top of Campden Road, along with a new Dog Bin. To further encourage dog owners to be responsible and clean up after their pets - recommend installation of a Dog Poop bag dispenser on front of New Clark House.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To purchase a Dog Bin 2. To purchase a wall mounted Dog Poop Bag Dispenser
11.3	<p>Cemetery Lodge</p> <p>For information: Due to the sensitive issues involved, the Chair of GPWG and Town Clerk will meet with Solicitors.</p>
11.4	<p>Emergency Plan</p> <p>The Chair of General Purposes and the Town Clerk are in the process of updating the Emergency Plan i.e. contacts etc. before bringing to Full Council for approval.</p>
11.5	<p>Annual Playground Check - Report</p> <p>Lawns to Mow are working their way through the repairs, but some may require more specialist work.</p>
11.6	<p>Town Tree Inspection</p> <p>As we have still failed to hear from the WCC Tree Officer regarding the detailed survey of all the town trees, the group considered that due to the increased urgency of the situation we employ an independent arboriculturist.</p>
11.7	Date of Next GPWG Meeting – Wednesday 29 th July at 2.00pm
12	COMMUNICATIONS WORKING GROUP – To consider report prepared by Cllr White – Chair of CWG
12.1	APOLOGIES FOR ABSENCE RECEIVED FROM: None received.
12.2	<p>Shipston Forum Open Discussion</p> <p>The current layout, size and content of the Shipston Forum was discussed by the group. It was agreed not to change the current layout but ensure more content is available during quieter months. Ideas for new content included 'A Day in the life of a new Councillor' and a Cut out and keep information guide. Also, a guide to what services STC actually offer to Shipston residents should be included, recent relevant items such as lighting and potholes to be included to highlight who is responsible for such items.</p> <p>In terms of approval, it was agreed that the Forum would be checked by CMC Ltd, then sent to the Communications Group and Town Clerk for checking. Final sign off would be the responsibility of the Chair of the Communications Working Group.</p>
12.3	<p>Ongoing management of STC social media pages</p> <p>At a recent STC meeting, it was agreed that the Clerk's office would manage the scheduled posts (such as planned events) and Cllr White and Cllr Scobie will manage the reactive content going forward. This is on a trial basis.</p>
12.4	<p>Shipston Online review</p> <p>A formal quote for a design refresh has been received by Redwax due to the website not being refreshed in over 3 years. This item will be discussed in more detail at the next working group meeting.</p>
12.5	<p>Open Forum at full council meetings</p> <p>The format of this section of the STC meeting was discussed by the group. The group require clarification on how to respond to members of the public at the meeting. It was agreed that all residents speaking at the meeting should at the very least get a response on how to deal with their particular issue.</p>
12.6	Items on next agenda to be 1) Review of Shipston Online and 2) Open access to documents from STC.
12.7	Date of Next Comms Meeting - Monday 20 th July at 7.30pm

13	FINANCE WORKING GROUP – To consider report prepared by Cllr Cooper – Chair of FWG
13.1	APOLOGIES FOR ABSENCE RECEIVED FROM: Ali Henderson.
13.2	Review of Standing Orders and Financial Regulations – procedure Documents to be sent to FWG for review by members prior to next FWG meeting. Electronic bank payment procedures should be considered. IC to speak with Lloyds. GB to check with NALC as to latest guidance.
13.3	Review of Internal Audit Report (attached) The report from the new Internal Auditor was reviewed by the FWG, and acceptance of this report is recommended. Recommendations: 1. That the Town Council accepts the Internal Audit report
13.4	Review of Risk Register The risk register was reviewed by the FWG in some detail. DS to amend and bring to next FWG meeting.
13.5	Sports Club – payment procedures Procedure for paying for the works being conducted at the sports club were discussed and FWG procedures for handling this to be communicated with the sports club: <ul style="list-style-type: none"> - All invoices to be forward to the Town Council <ul style="list-style-type: none"> o To include VAT No. o Signed off by 2 sports club committee members (as per the signature list) - When money is received into STC account, cheque will be issued and sent to Sports Club for onward presentation
13.6	Review of Assets and Reserves FWG to conduct review of assets and reserves to include: tree audit; play areas and land management. IC to circulate current asset register
13.7	Cemetery work Cemetery work is currently not getting completed. Recommend setting a budget to get this completed. 200hrs (2000 records @ 10 records per hour) @ £10 per hour (fully costed). This will have to be budgeted from reserves. 1. That the Town Council approves a budget of £2,000 from reserves to complete this work
13.8	Markets – way forward, actions and handover To be considered at next FWG – first item on agenda
13.9	Date of Next Meeting – Monday 20 th July at 6.30pm
14	FINANCIAL MATTERS (documents attached) Items listed under the Transparency Code will be published on the website following the meeting a) Invoices received – as listed April 2015 / June 2015 b) Payments received – as listed May 2015 / June 2015
15	CORRESPONDENCE (list attached) <ul style="list-style-type: none"> • As listed in May 2015 / June 2015 <p>DATED THIS 8th July, 2015 (Signed)</p>  SHIPSTON TOWN CLERK