



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) S. Saunders (Town Mayor), I. Cooper (Deputy Mayor), 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 Sheelagh Saunders, to be held via video conference on Monday 13th July 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 JULY 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.

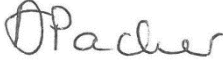
- 1 **TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (Councillors are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where 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)**
- 3 **TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK**
- 4 **MINUTES OF THE LAST TOWN COUNCIL MEETING WHICH TOOK PLACE ON 8th JUNE 2020 & THE EXTRAORDINARY MEETING WHICH TOOK PLACE ON 23RD JUNE 2020**
 - To confirm minutes (drafts attached)
- 5 **CLERK'S REPORT (attached)**
- 6 **REPORTS**
 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) – report as needed
 5. Shipston Forum – current issue
 6. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary
 7. Youth Working Group – report as necessary
- 7 **OPEN FORUM (15 MINUTES DURATION)**
 - Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.
- 8 **PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>**

BELOW FOR NOTING AS DEALT WITH BY PC - Cllr Tesh elected as Chair & Cllr Kelly as Vice Chair

NEW PLANNING APPLICATIONS DISCUSSED BY PC

 - **20/01361/FUL – 4 Parsons Close** – Single storey rear extension to create open plan kitchen/living/dining area. First floor side extension above existing garage to create a bedroom. Alterations and extension to existing porch. – **NO REP**

	<ul style="list-style-type: none"> • 20/02892/FUL – 16 Mill Court – change of use refused - Appeal. <p>PLANNING DECISIONS FOR NOTING</p> <ul style="list-style-type: none"> • 20/00952/FUL – 43 Queens Ave – single storey rear extension – Permission with conditions <p>OTHER PLANNING MATTERS</p> <ul style="list-style-type: none"> • 19/03574/FUL – Lunnons Farm, Barcheston - erection of poultry buildings & associated infrastructure, updated • Housing Needs Survey • Town Design Statement • Crest Nicholson Development adjacent to Oldbutt Road. • Clark House (Museum – change of use) <p>OTHER INFRASTRUCTURE MATTERS Drains/flooding</p>
10	GENERAL PURPOSES WORKING GROUP (GPWG) – Cllr Cox elected Chair of Group – Verbal report of meeting. Government announced play areas could open from 4 th July. Clerk was in the process of preparing a COVID19 risk assessment to present to Council.
10.1	<i>Decision required as to whether the play areas which STC are responsible for can be opened for use, based on the Risk Assessment and what measure need to be agreed for whichever conclusion is drawn.</i>
10.2	<i>Recommendation for STC to approach WCC to consider addressing pedestrian safety over the river bridge with road priority measures and a footpath</i>
11	HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – Cllr Cowley elected Chair – Verbal update from Cllr Cowley and minutes attached for noting.
12	COMMUNICATIONS WORKING GROUP (COMMS) – Cllr White elected Chair of Group – Minutes attached for noting
13	FINANCE WORKING GROUP – Chair, Cllr Cooper
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. <i>Recommendation: The Town Council adopts the Financial Regulations.</i>
13.10	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.)
13.11	Audit of IT and internet services – With Dan’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.
13.12	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 <ul style="list-style-type: none"> a) Invoices for approval – as listed June/July 2020 b) Income to be noted at next meeting

15	CONSIDERATION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING FOR AGENDA ITEMS 16 AND 17
16	UNAUTHORISED ENCAMPMENT AT MAYO ROAD RECREATION GROUND <i>To determine what further action might be required to be taken by STC as a result of the incident</i>
16	CONFIDENTIAL STAFFING MATTERS <i>Recommendation from Staffing Working Group to retrospectively approve contracts of employment previously drawn up for STC Admin Assistant and Town Clerk</i>
	DATE OF NEXT MEETING Monday 10th August
	DATED THIS 8th JULY 2020  TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL

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