



SHIPSTON-ON-STOUR TOWN COUNCIL

AGENDA

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

Telephone: 01608 662180

E-mail: clerk@shipstononline.org

Website: www.shipstononline.org

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 14th March, 2016 commencing at 7.00pm.

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

AGENDA FOR THE MARCH 2016 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA


During this meeting the public are allowed to record the Council and officers from the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

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 | APOLOGIES FOR ABSENCE |
| 2 | ACCEPTANCE OF APOLOGIES |
| 3a | 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) |
| 3b | TO NOTE DISPENSATIONS RECEIVED BY THE CLERK |
| 4a | EMPTY HOMES PROJECT – STRATFORD DISTRICT COUNCIL <ul style="list-style-type: none">• Presentation about empty homes by Empty Properties Project Officer, Sheree Johansen |
| 4b | CALA HOMES – NORGREN SITE UPDATE <ul style="list-style-type: none">• A presentation by Cala homes with an explanation on the delay in works |
| 5 | MINUTES of the last TOWN COUNCIL MEETING that took place on 8th February, 2016 <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	<p>OPEN FORUM (15 MINUTES DURATION)</p> <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	<p>PLANNING MATTERS – all planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/</p> <ul style="list-style-type: none"> PLANNING APPLICATIONS - <i>These applications discussed by the PWG actioned using standing order: Section 3b(xv)</i> <ul style="list-style-type: none"> 16?00438/FUL – 25 Manor Lane – Single storey side and rear extension – Recommendation – no rep 16/00186/FUL – Stour Bank, Hay Meadow – Day centre (C2) to independent living (C3b) - Recommendation – no rep NEW PLANNING APPLICATIONS <ul style="list-style-type: none"> 16/00555/LBC – 36 Telegraph Street – like for like replacement guttering and fascia 16/00347REM – 39 London Road – Access, appearance, landscape, layout and scale ref: 14/01481/OUT 16.00601/LBC – Manor Lodge, Sheep Street – alterations to existing garage, conversion to 2 bed dwelling and shed 16/00600/FUL – Manor Lodge, Sheep Street – alterations to existing garage, conversion to 2 bed dwelling and shed PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL <ul style="list-style-type: none"> 15/04518/FUL – York House, Church Street – 1-storey extension – Permission with conditions 15/04519/LBC – York House, Church Street – 1-storey extension – Consent granted with conditions 15/03617/FUL – David Hunt Lighting – retrospective installation of external duck – Permission with conditions NOTIFICATIONS UNDER GENERAL PERMITTED DEVELOPMENT ORDER <ul style="list-style-type: none"> 16/00583/TEL28 – Rear of 36 Rainbow Fields, The Driftway – Install green DSLAM cabinet (for information only)
10	<p>SUSTAINABILITY WORKING GROUP held 17th February 2016 – general discussion only no minutes.</p> <p>Present: B Cooper; I Cooper, Ferrier, Henderson, Sykes – no apologies received</p>
10.1	<p>Meeting 7th March 2016</p> <p>SWG discussed the unexpected destruction, several months ago, of trees and hedges on the Cala ‘Foxgloves’ development north of Campden Rd (ex IMI/Norgren).</p> <p>Following requests to SDC planning officers and district councillors we were eventually made aware of the fact that a TPO issued to protect the boundary hedges in December 2013 was superseded in February 2014 by a ‘variation’ approving their removal, the latter apparently never communicated to STC. We believe that unearthing exactly “what went wrong” here, requires time and expertise that no individual on the TC possesses.</p> <p>Recommendation: We therefore request STC approval to pay a known planning professional to carry out a thorough investigation. This will be useful not only to establish the facts in this case (and whether any redress is due) but will also help us in our approach to other large and complex developments in the pipeline.</p> <p>Date of next meeting - to be confirmed</p>
11	<p>GENERAL PURPOSES WORKING GROUP</p>
11.1	<p>Stairlift maintenance packages – 3 options:</p>
	<p>1. Acorn are offering a 3 tier service level, annual fee as follows:</p>
	<p>£95 for annual service. Does not cover cost of parts if a repair is required. Any additional call out during the year would incur a call out charge.</p>
	<p>£295 for annual service. Does not cover cost of parts if a repair is required. Any additional call out during the year would NOT incur a call out charge.</p>
	<p>£435 includes annual service, parts and cost of any additional call out during the year.</p>
	<p>2. Alfix of Leamington Spa</p>
	<p>Would not take on a service contract for an Acorn stairlift because they say parts are not made available to the trade. As a point of reference only, the cost of their basic service package if they offered it would be approx. £135 (on same terms as Acorns basic service)</p>
	<p>3. Direct 365 based near Preston in the North West</p>
	<p>They offer a 3 tier service package as follows:</p>
	<p>£180 covers 2 visits to site, does not include parts and labour</p>
	<p>£650 covers 2 visits to site, parts and labour would be covered up to a maximum of £500 per event</p>
	<p>£1185 covers 2 visits to site, parts and labour are included</p>
	<p>I asked them about obtaining spare parts and they say they can do so.</p>
	<p>Recommendation: that council accept the Acorn annual service at £435 per annum</p>
11.2	<p>Next meeting to be confirmed – tbc</p>

12	COMMUNICATIONS WORKING GROUP – held on 15th February 2016
12.1	Apologies for absence – none
12.2	<p>Update on production of the Shipston Forum CMC reported that there had been an increase in requests from local clubs and organisations wanting to put content into the Forum during a traditionally quiet period. The increase in full rear page adverts had also limited some space inside the publication. This was not a major issue for CMC to deal with but Catherine wanted STC Comms group to be aware of the increased demand. The group discussed that no particular group or organisation should take priority and that CMC would be required to contact the Comms group if there was ever a particular issue with availability of space within the Forum.</p> <p>The group discussed how the Forum could inform its readers of local business news without directly advertising specific business services. The group agreed that STC should be able to support prominent news that affects the town such as the refurbishment of The George for example by way of a brief mention in the forum.</p>
12.3	<p>Discussion with Trev Trevithick from the Shipston Tourism Group (STG) www.visitshipston.org STG were invited to the comms meeting to discuss their role within the town and the crossover of information between their website and STC’s website page. The Visit Shipston website focuses on events, accommodation and places to eat & drink, in Shipston and the surrounding area. It was agreed that improved communication between the two groups could ensure that all events taking place are promoted on the correct website as a shared calendar function already exists but doesn’t seem to be functioning as designed. CMC confirmed this following the meeting. Action: D. Scobie to contact ex STC Councillor who set this system up and also contact Redwax to look into who is responsible for uploading event content on to the STC website. The group agreed that all information on major events such as The Proms or Wool fair should be sent on to STG to ensure that all events are being properly advertised.</p>
12.4	<p>Insertion of tourism section in the Shipston Forum The group discussed the possibility of including a small section of Tourism news within the Shipston Forum. This discussion came about through comments about the quality and diverse range of independent shops, pubs and accommodation that is available in the town. It was felt that Shipston residents would like to be updated with news on local tourism establishment that could assist in increasing visitors to Shipston. Proposal: Include a small tourism section in the Forum magazine going forward.</p>
12.5	Date of Next Meeting – Monday 21st March 2016
13	FINANCE WORKING GROUP held on 15th February – report prepared by Cllr Ian Cooper – Chair of Finance
13.1	APOLOGIES FOR ABSENCE RECEIVED FROM: none
13.2	<p>Year End accounts – procedure to review income and expenditure, accruals and reserves IC/GB to circulate budget comparison report to FWG. Jayne is attending Edge end of year workshop in March. Liz Hodges will come in w/c 16th May for internal audit</p>
13.3	Review of Assets and Reserves – agree procedure – FWG to determine if replacement reserves are appropriate. Rolling replacement programme should be introduced for play areas.
13.4	<p>Damage deposit for High Street events – AH update AH to draft 1 page to be used for all any STC events. Concern was raised over charging mechanism for mop fair. Deposit to be charged in advance (£1,000).</p>
13.5	<p>Sports Club – review and way forward actions Sports club putting together a maintenance schedule, and a £300 per month maintenance fund</p>
13.6	<p>Cemetery Lodge – update on costs and way forward actions Kitchen and bathroom to be removed from costing as do not need replacing. GB to obtain assurances from architects that builders will not overrun on costings quotes.</p>
13.7	Review of Financial Regulations – March FWG
13.8	Review of Risk Register – March FWG
13.9	<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>

13.10	A.O.B. – Arrange CCLA (local council investment services) presentation for next FWG
13.11	Date of Next Meeting – Monday 30 th March at 7.00 pm
14	FINANCIAL MATTERS (documents attached) <ul style="list-style-type: none"> a) Invoices received – as listed February 2016 / March 2016 b) Payments received – as listed February 2016 / March 2016
15	CORRESPONDENCE (list attached) <ul style="list-style-type: none"> • As listed in February 2016 / March 2016
16	Proposal to close the meeting to press and public to discuss nominations in private SHIPSTON AWARD <ul style="list-style-type: none"> • To consider nominations for the 2016 Shipston Award
DATED THIS 9th March, 2016	
(Signed)	
	
SHIPSTON TOWN CLERK	