



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 14th September, 2015 commencing at 7.00pm.

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

AGENDA FOR THE SEPTEMBER 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 |
| 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 |
| 4 | PROPOSAL TO CLOSE THE MEETING to press and public to discuss items 18 & 19 which are of a confidential nature |
| 5 | MINUTES of the last TOWN COUNCIL MEETING that took place on 10 th and 24 th August, 2015 <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">Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)County Council issues (WCC – Warwickshire County Council)_District Council issues (SDC – Stratford District Council)SNT (Safer Neighbourhood Team)Shipston Forum – current issueNeighbourhood Plan – report and / or update as necessaryRiver Walk – report and / or update as necessaryShipston 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 | MEMORIAL TO CLLR ROY MUNDEN <ul style="list-style-type: none">To discuss a request from the Munden family for a tree to be planted at the Sports Club as a memorial to Cllr Munden |

10	<p>PLANNING MATTERS</p> <ul style="list-style-type: none"> ● NEW PLANNING APPLICATIONS 15/02936/FUL – 23 Elm Road – 2 storey side extension 15/02435/REM – Springhill – application for the approval of reserved matters for the erection of 9 dwellings (13/01245/OUT) 15/01478/FUL – Land off, Shoulderway Lane – 109 dwellings – amended details ● PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/01807/FUL – 7 Ashgrove – single storey extension linking garage – permission with conditions 15/02541/FUL – 8 The Hobbins – 2 storey extension to rear of garage – permission with conditions ● DECISIONS BY PLANNING COMMITTEE 15/02070/VARY – Pettiphers site, Church St – Variations to previous plan – Consent granted with conditions To discuss the decision of the planning committee hearing and lessons learnt
11	<p>CORE STRATEGY REPRESENTATIONS – 13TH AUGUST TO 25TH SEPTEMBER 2015</p> <ul style="list-style-type: none"> ● To discuss the proposed response to the consultation – already circulated for comment
12	<p>SUSTAINABILITY WORKING GROUP</p> <ul style="list-style-type: none"> ● To consider report prepared by Cllr I Cooper (IC) – Acting Chair of SWG in the absence of Cllr Henderson Attended by: IC; MF; BC; PR; PS; FI <p>12.1 Apologies: Phil Wragg, A Henderson</p> <p>12.2 Meetings/Dialogue with Developers Progress report (MF and BC):</p> <ul style="list-style-type: none"> ● Cala homes have requested a meeting, this has been arranged for 28th September ● ASL have gone very quiet – should have heard on supermarket by end July, but nothing. Need to meet re ASL3 to discuss visual impact + Flooding (Phil Wragg) + Landscape (Phil Sykes) <p>12.3 S106 contributions</p> <ul style="list-style-type: none"> - Reviewed MF spreadsheet on S106 contributions, resulting in following observations: <ul style="list-style-type: none"> ○ We to need have a mechanism to monitor and communicate, specifically those areas where SDC have some interest / input / control. ○ Allocate responsibility (STC) to sections, defining a) who is responsible, and b) who do we communicate to. ○ Timing is important, specifically around when we have conversations with developers regarding S106 – when will it become available, and open spaces. - Get to grips with: what’s been received, what’s outstanding, where is it, % of contribution spent on Shipston, where to target future contributions? Focus on areas where we have some control <ul style="list-style-type: none"> ○ Public open space and Youth – this should be direct contribution to STC – see priorities below ○ NHS – need to go specifically to medical centre – need open communication with medical centre ○ Education – talk to schools – new Head + Governors. Need to know how academies get hold of S106; ensure all is spent on Shipston ○ Public Transport – who do we need to talk to to make sure this spend is effective? ○ VAS signs in for Weavers Hill and Paddock view – total well beyond needs, so what happens to any balance? - Plus a strategy for extracting a meaningful and accurate information flow from SDC - MF has officer contact at SDC who provides copies of S106 agreements [Refer ‘tracking tab’ of MF’s googlesheet - https://docs.google.com/spreadsheets/d/1AIH-1zMBhBsj1OJ74-0S_af9cOY0p5OvOd3t46dJtgY/edit#gid=1142714792] A condensed version was presented at the meeting: <ul style="list-style-type: none"> ○ Focus on current and future S106 / CIL ○ ASL is either / or, so double counted in totals <p>12.4 Infrastructure Priorities</p> <ul style="list-style-type: none"> - Focus on Public Open Space and Youth - Riverside walk project - All weather pitch – need to identify potential site / sites – speak to High School - Re-use of Sheldon Bosley Hub - Lido - Need to decide if focus on one major project, or contributions towards a number of small ones – where will match funding come from? - Schooling – outside the scope of influence from Town Council, but need to be aware of School Development Phases, and communicate with schools over what S106 has been agreed by WCC. - At next meeting – come up with a list of 6 priorities – then look to cost these out. <p>12.5 Next meeting scheduled for 21st September, 20:00 hrs</p>

13	GENERAL PURPOSES WORKING GROUP – To consider a report from Cllr Ivens (FI) – Chair of GPWG
13.1	VAS – The group are delighted to note that the VAS signs have been installed on Stratford and London Roads
13.2	<u>Next meeting scheduled for Wednesday 30th September at 2.00 pm</u>
14	COMMUNICATIONS WORKING GROUP – To consider report prepared by Cllr White (PW) – Chair of CWG
14.1	APOLOGIES FOR ABSENCE RECEIVED FROM: D Scobie
14.2	Review of Shipston Online with Redwax (Alex Lilley of Redwax attended the meeting) The Shipston Town Council (STC) www.shipstononline.org website was reviewed by the group and Alex from Redwax who currently hosts the website on behalf of STC. It was agreed that the STC Website would benefit from a visual refresh and a number of areas of the site could be updated. The group agreed that a map of the town would be beneficial, introducing browse-able PDF documents (making the Forum easier to navigate and read online) and also a top 10 most frequently asked questions list by Shipston residents. An introduction of an online portal was also discussed, this would enable all Councillors and the Clerk's office to be able to safely access documents that are discussed internally and could reduce printing costs within the office. Issues still remain with the Wi Fi log on in the STC meeting room. Proposal: To accept the costs from Redwax to send through website refresh options at £1600. Portal for councillors and Clerk's team £480 and £133 to install a proper access point configured for the meeting room.
14.3	Adverts in October edition of The Forum The placement of adverts in the October edition of The Forum was discussed by the group. A number of requests had come in from Catherine Martin Communications and a decision was required as to which advert should appear on the back page. It was agreed by the group that the French Market taking place on Sunday 11 th October should appear on the back page but other requests be covered in some way inside the magazine.
14.4	Update on social media pages The Facebook page is close to 700 members and the Twitter page had 684 followers at the time of the meeting. Recent FB posts including the floral displays in Shipston had generated some good interest and extra likes.
14.5	Date of Next Meeting – Monday 21 st September 2015 at 7.30pm
15	FINANCE WORKING GROUP – To consider verbal report prepared by Cllr Ian Cooper (IC) – Chair of FWG
15.1	Apologies – none received
15.2	Review of Risk Register - DS has gone through the Risk Register and provided an update for the FWG. DS to resend this round the FWG. IC to speak with Lloyds. GB to check with NALC as to latest guidance.
15.3	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.
15.4	Cemetery Lodge – solicitor fees Reject quote from solicitors until we have investigated situation further.
15.5	Costs for tree inspection – STC are responsible for 347 trees within the parish - Quote is out sync with previous WCC quotes. Look at guidance from National Tree Safety Group guide “Common sense risk management of trees”. DS and AH to ask advice from local experts.
15.6	Damage deposits for High Street events In light of previous damaged caused to signs and street furniture, FWG recommends that STC seek damage deposit from event organisers (at the discretion of STC). GB to ask PM for their policy / wording. 1. Recommendation that the Town Council adopts a damage deposit policy for town centre events
15.7	Date of Next Meeting Monday 21 st September at 6.30pm
16	FINANCIAL MATTERS (documents attached) a) Invoices received – as listed August 2015 / September 2015 b) Payments received – as listed August 2015 / September 2015

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CORRESPONDENCE (list attached)

- As listed in August 2015 / September 2015

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TENDERS FOR TOWN MAINTENANCE AND CLEANSING CONTRACTS

- To consider tenders received

19

CEMETERY LODGE

- To discuss a proposal for cemetery lodge repairs and maintenance

DATED THIS 9th September, 2015

(Signed)



SHIPSTON TOWN CLERK