



# 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

You are hereby summoned to attend an extraordinary Meeting of the above-named Council, convened by the Town Mayor, Councillor Sheelagh Saunders, to be held via video conference on **Monday 26<sup>th</sup> April 2021**, 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 may be recorded using the Zoom software. Meeting access via <https://zoom.us/MeetingID.83649041217> Password **849708**

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

### **AGENDA FOR AN EXTRAORDINARY APRIL 2021 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** - To confirm minutes of the meeting held on 8<sup>th</sup> and 29<sup>th</sup> March 2021
  - 5 **CLERK'S REPORT** - For noting
  - 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
    6. Shipston Area Flood Action Group (SAFAG)
    7. Youth Working Group – report as necessary
    8. Ellen Badger/Health & Wellbeing – report/update as necessary – Reply letter to Ellen Badger League of Friends
  - 7 **YOUTH CLUB**

**Guest** – Rev. Daniel Pulham. Update on Shipston Youth Club
  - 8 **OPEN FORUM (15 MINUTES DURATION)**

Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.
  - 9 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
- Following matters considered at a meeting of the Planning Committee, 7pm 22nd April (including matters postponed from cancelled meeting scheduled for 12<sup>th</sup> April). Update from Chair of Planning, Cllr Tesh*
- NEW PLANNING APPLICATIONS**
- **21/00075/FUL – 7 Angelas Meadow** – Single storey extension off the back of the kitchen at the rear of the house  
*[Initial holding objection placed by Town Clerk due to 14<sup>th</sup> April deadline]*
  - **21/00722/FUL – 43 Queens Avenue** – Raise roof from original application (20/00952/FUL) by 234mm  
*[Initial holding objection placed by Town Clerk due to 19<sup>th</sup> April deadline]*

- **21/00721/LDE – 105 Railway Crescent** – two storey residential dwelling located within Shipton-upon-stour, built approximately 20 years ago. The proposals include a number of internal alterations and the conversion of the loft space into 2 extra rooms and a bathroom. Consequent to these alterations, a new dormer window is proposed to the rear of the property, along with 3x new 'velux' type rooflights. to the rear elevation of the building an existing irregularly placed window will be infilled with reclaimed bricks, and 2 new windows will be inserted. There are no overlooking issues with the property being situated some distance from facing buildings  
*[Initial holding objection placed by Town Clerk due to 20<sup>th</sup> April deadline]*
- **21/00773/FUL – 29 Telegraph Street** – Demolish the existing rear lean to kitchen and replace with a 3 storey extension, to accommodate a kitchen/diner and wetroom/utility on the ground floor and additional bedroom space with new bathrooms on the first and second floors  
*[Initial holding objection placed by Town Clerk due to 20<sup>th</sup> April deadline]*
- **21/00974/LDE – 39 New Street** - Conversion of building from one dwelling into three dwellings (confirmation that the development has commenced in accordance with Condition 1 of planning permission 16/03313/FUL).
- **21/01030/TREE – York House, 14a Church Street – T1 - silver birch – Fell**
- **21/00542/FUL – Silver Birches, London Rd** – Removal of wooden picket fence and wooden pedestrian gate at the front (road-facing) boundary of the house and to replace them with a fence and gate of the same style and dimensions.
- **21/00716/FUL – Land on Campden Rd** - Proposed new traffic light controlled junction to replace previously approved roundabout to serve the housing developments to the north and south of Campden Road
- **21/00004/FUL – Ellen Badger Hospital** - Erection of a Replacement Hospital (Including Well-Being Centre), Medical Centre, Cafe and Associated Infrastructure (including car parking and community garden) following demolition of the existing hospital and dwelling

#### PLANNING APPEALS – None

#### PLANNING VARIATIONS/AMENDMENTS

- **21/00331/VARY – 28 Manor Lane** - Variation of condition no. 2 (Approved drawings) of planning permission 18/02999/FUL (Proposed single storey rear extension and first floor side extension). VARY would amend the design of the roof on the approved side extension from two gables to a hipped roof (Received 30/03/21, consultation end date 30/03/21).  
*For information only - Correspondence from Planning Officer confirms amendment sent out for clarity – no changes to amended proposal.*

#### PLANNING DECISIONS FOR NOTING

- **20/00343/FUL – Land North of Campden Rd** - Residential development of 65 affordable units (35 social rent and 30 shared ownership) plus associated access, parking, landscaping and associated infrastructure – **PERMISSION WITH CONDITIONS**
- **21/00338/LBC – 16 Church St** - Replacement of stone slate roof to east elevation, including new gutters and downpipes. **CONSENT WITH CONDITIONS**
- **21/00196/FUL – 35 Bosley Close** - Replace single storey side extension and rear conservatory with two storey side extension and rear single storey extension. **PERMISSION WITH CONDITIONS**

#### OTHER PLANNING/INFRASTRUCTURE MATTERS

- **Housing Needs Survey** – Minor amendments to ARC 4's final draft of survey, plus wording on postal envelope
- **20/02912/VARY – Supplemental Deed of Agreement to S106 for 17/02741/FUL - Land at Ridgeway, London Rd.**  
*Subsequent to planning meeting on 22<sup>nd</sup> March where agreement was made to sign, amendments have been made by County Council solicitor - revised draft received from Ladders for consideration..*
- **13/02360/OUT – Land off London Rd (Chapel View) – S106 Financial Contribution Agreement** - contribution of £16,105.40 for "Offsite Open Space Contribution to be paid towards providing or enhancing off site youth and adult pitch facilities within Shipston"
- **13/02571/OUT – Land at Campden Rd (South of Campden Road/West of Oldbutt Rd) – S106 Financial Contribution Agreement** – contribution of £20,4050.58 for "Off Site Open Space Contribution to be paid towards the enhancement and upgrading of existing recreation facilities for children and adults outside the Site but within the town of Shipston on Stour which might reasonably be used by the residents of the Development."
- **14/00318/OUT – Land North of Campden Road S106 Financial Contribution Agreement** – contribution of £42,694.23 "towards the offsite provision and/or improvement of offsite space comprising youth and adult facilities which might reasonably be used by the residents of the dwellings in Shipston on Stour"
- **Crest Nicholson site, Campden Rd (adjacent to Oldbutt Rd)** – boundary landscaping and fencing.  
*Update following site meeting.*
- **Scheme of Delegation to Town Clerk** – to consider making a recommendation to full council that planning responses can be delegated to the Town Clerk in emergencies when meetings cannot be convened. The intention being to enable representation to be made as consultee and so meet statutory deadlines.
- **Annual Town Meeting** – Details for presentation to include 2019/20 & 2020/21

Date of next scheduled meeting of the Planning Committee – 7pm Monday 24<sup>th</sup> May 2021

- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** – Cllr Cox, Chair – Verbal update from Cllr Ivens
- **RAILWAY CRESCENT:** Replacement planting on STC land (around play area) of trees previously removed due to disease.  
*Recommendation* : To instruct Treeteach to plant 9 cherry trees in Railway Crescent including a 2 year maintenance plan, total cost £2833.60, plus an additional £154.35 for wire mesh tree guards.
  - **SHIPSTON LIONS:** Request received to use ‘Little rec’, New Street for 3 fundraising events in April, May and June.  
*Recommendation:* To allow two book sales and one plant sale to be held by Lions on the ‘Little rec’ as recreational events, subject to Lions having suitable insurance and risk assessments in place for each event.
- 11 **HERITAGE, AMENITY AND LEISURE PROJECTS (HALP)** – Cllr Cowley, Chair – Agenda & minutes of HALP meeting held on 31<sup>st</sup> March
- **RIVERSIDE LEASE**  
*Recommendation:* That timber-faced barriers be installed at Mill Street Car Park as part of the environmental improvement works.
  - **RIDGEWAY AMENITY SPACE**  
*Recommendation:* That a specific Ridgeway Working Group be established  
Cancellation of meeting scheduled for 28<sup>th</sup> April cancelled to allow for the Annual Town Meeting
- 12 **COMMUNICATIONS WORKING GROUP (COMMS)** – Cllr White Chair of Group – Verbal report.  
*Recommendation;* To agree to formally tender for the delivery of the Shipston Forum
- 13 **FINANCE WORKING GROUP** – Cllr Cooper, Chair of group – Agenda & minutes of FWG meeting held on 15<sup>th</sup> March
- **HMRC - VAT reclaim repayment (August 2020)**  
*Recommendation:* To accept reimbursement of £10,000 from SAFAG and write off the remaining £10,460.45 SAFAG VAT debt
  - **SPORTS CLUB CHILDRENS PLAY AREA - New Playground Surface (2020)**  
*Recommendation:* That the costs of the new play surface be covered by the reserved S106 funds from the Caudlewell development
  - **COMMUNITY GRANTS 2020**  
*Recommendation:* That Townsend Hall be allowed to carry over their 2020/21 grant to 2021/22
- Meeting held on Monday 19<sup>th</sup> April:
- **BANK ACCOUNTS**  
*Recommendation:* To close ‘Tourism’ bank account, transferring balance to main STC bank account as earmarked reserves  
*Recommendation:* That no funds are transferred to CCLA (previously agreed minute ref 13.5 September 9<sup>th</sup> 2019)
  - **YEAR END ACCOUNTS/INTERNAL & EXTERNAL AUDIT**  
*Recommendation:* That SAFAG and Wool Fair accounts are separated from STC accounts for Year End 2021  
*Recommendation:* To write off outstanding Council Chambers room hire invoices from April and October 2019, total £30  
*Recommendation:* To appoint Mr Trevor Gill to conduct internal audit of Shipston Town Council  
*Recommendation:* That council applies to PKF (external auditors) for an extension on AGAR submission (to account for potential delays between virtual meetings ending and face to face meetings re-commencing)
  - **SPORTS CLUB DAMAGE**  
*Recommendation:* To appoint contractors for stripping out work in accordance with STC insurer’s (loss adjuster) requirements, followed by re-instatement works subject to approval of quotes by STC insurer/loss adjuster. Costs to STC to be reimbursed by insurer
- 14 **FINANCIAL MATTERS** - Invoices for approval – as listed March/April 2021
- 15 **MAYO ROAD CHARITABLE TRUST – Meeting of the Trustees held on Wednesday 7<sup>th</sup> April 2021**  
*Recommendation from Trustees;* That Cox & Hodgetts Solicitors be appointed at an estimated cost of £2,100.00 (plus VAT)
- 16 **STAFFING WORKING GROUP** – Chair Cllr Saunders. Meetings on Thursday 8<sup>th</sup> April & Wednesday 21<sup>st</sup> April - Verbal update  
*Recommendation:* That Council employ a new member of staff and advertise as appropriate  
*Recommendation:* That council adopt the Employers Handbook with amendments.
- 17 **DATE OF NEXT MEETING**  
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021  
*Recommendation from Mayor:* That the Annual Town Council meeting (Mayor making) be brought forward from 10<sup>th</sup> May 2021 to Tuesday 4<sup>th</sup> May 2021

DATED THIS 21st APRIL 2021



TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL