



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 8th February, 2016 commencing at 7.00pm.

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

AGENDA FOR THE FEBRUARY 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.

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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) |
| 3b | TO NOTE DISPENSATIONS RECEIVED BY THE CLERK |
| 4 | TILEMANS LANE DEVELOPMENT – PROPOSED CARE HOME AND EXTRA CARE FACILITY <ul style="list-style-type: none">• Presentation on proposed development at Tilemans Lane |
| 5 | MINUTES of the last TOWN COUNCIL MEETING that took place on 11th January, 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 | 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	<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 WG actioned using standing order: Section 3b(xv)</i> 15/04518/FUL – York Hse, Church St – 1 storey extension, demolition existing – Recommendation: No representation • NEW PLANNING APPLICATIONS 15/01478/FUL – land off, Shoulderway Lane – residential development – amendment – further observations only 15/03617/FUL – David Hunt Lighting – external duct – additional noise report – further observations only • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/04304/TREE – 55 New Street – T1 Silver Birch – fell – Consent with conditions 15/03860/LBC – 6 High Street – amend external cladding & fenestration to rear extension – Consent with conditions 15/03874/VARY – 6 High Street – amend external cladding & fenestration to rear extension – Permission 15/02916/LBC & 15/02912/FUL – 1 Mill St – rebuild wall – Permission and consent granted with conditions 15.03905/FUL – 39 London Road – Demolish existing & build 5 dwellings – Refusal 15/03816/REM – 39 London Road – reserved matters, appearance, layout etc – Disapproval of reserved matters 15/04279/FUL – 2 Pittway Avenue – construct dwelling house – Permission with conditions • NOTIFICATION OF PERMITTED DEVELOPMENT ORDER 16.00216/TEL28 – South of Ivydene, Tilemans Lane – DSLM cabinet – for information only • CONSULTATION – VARIATION TO ORDER To consider a variation to add additional “No waiting any time” at entrance to Stour Court at Old Road
10	SUSTAINABILITY WORKING GROUP – No report this month – date of next meeting to be confirmed
11	GENERAL PURPOSES WORKING GROUP – reported prepared by Cllr Ivens
11.1	APOLOGIES FOR ABSENCE RECEIVED FROM: None received.
11.2	Cemetery Lodge Following receipt of initial quotes from 4 potential builders, above the agreed budget, the group asked for updates with reduced works – Bruce Frizzell from the Architects office joined the meeting to discuss further changes to the detail of the report. We expect to receive a further update prior to the February meeting – which should include our final decision on choice of builder, costs will be within agreed budget.
11.3	Stair Lift The equipment has continued to show intermittent faults – terms for servicing by Acorn was discussed, the group asked for further supplier options. It was considered that faults could be due to user error, it was therefore recommended that the clerk’s office ensure that all groups who use the stair lift are trained in the proper use of the equipment.
11.4	Next meeting – Wednesday 24 th February at 2.00 pm
12	COMMUNICATIONS WORKING GROUP – report prepared by Cllr White
12.1	Apologies – Cllr Westwood
12.2	Discussion over quote from Catherine Martin Communications (CMC) supplying content for social media As part of the recent tender to publish the Forum, CMC added an additional quote to supply regular event content to STC and upload these direct onto STC’s social media platforms. To upload content for key events, the cost from CMC to STC was quoted at £45 per month. The group agreed that although it’s been difficult to get the correct format from people wishing to promote their events on STC social media, it was not appropriate for funds to be used in this way and especially for events that are not directly organised by STC. It was agreed not to proceed and produce a set of guidelines for ‘not for profit’ organisations on how to supply the content required for councillors managing the FB & Twitter pages. It was also discussed that promoting events in the town is ultimately the responsibility of the tourism groups.
12.3	Shipston Online website refresh Due to other commitments, Redwax had unfortunately been unable to provide the website refresh for council approval ready for this meeting. Redwax will be working on this and should provide a date when the new site will go live in the next couple of months. STC are required to provide photographs of Shipston to be used on the new STC website. The group thought that a competition on Facebook could be arranged for people to send in their favourite photos of the town that could be shown on the new home page.
12.4	Listing job adverts in the Forum The group agreed that following recent requests from local organisation, the comms group would be responsible for deciding on what job adverts are listed in the Forum. The group felt that the Forum is a newsletter for Shipston residents and not an avenue for job advertising. Each advert will be considered separately depending on availability of space and the organisation requesting space.
12.5	Date of Next Meeting – Monday 15 th February 2016

13	FINANCE WORKING GROUP – report prepared by Cllr I Cooper -
13.1	APOLOGIES FOR ABSENCE RECEIVED FROM: none
13.2	Markets – update / dates for 2016 Confirmed: Italian Market on 2 nd May (bank holiday Monday); French Market 9 th October. Totally locally planning 3 markets; Food Festival Sept; Wool Fair (Woolly Weekend); Proms. We should look work with Tourism group to put together full events calendar. Also look to “Event Asset Sharing” with relevant groups, to co-ordinate / provide effective Town Centre power supply (check with MKM); effective street closure / parking restrictions (signs to be made up).
13.3	Sports Club – review and way forward actions Needs a long term plan, suggest speak to Townsend Hall, Rugby Club to see what they do.
13.4	Cemetery Lodge – update on costs and way forward actions Obtaining costings for basic remedial works.
13.5	Year End accounts – procedure to review income and expenditure, accruals and reserves GB and IC to review and bring to next FWG meeting
13.6	Review of Financial Regulations – update and procedure GB and IC to review and bring to March FWG meeting
13.7	Review of Risk Register – DS update To be reviewed at March FWG meeting.
13.8	Review of Assets and Reserves – agree procedure GB and IC to review and bring to next FWG meeting
13.9	Cost for tree inspection – update on costs – Done, needs chasing for report.
13.10	Damage deposit for High Street events – update and actions with PM@SDC Damage deposit by way of bond / contract – GB to ask PM for their policy / wording.
13.11	Electronic banking – feedback from Lloyds IC to speak with Lloyds & look at Unity bank. GB to check with NALC as to latest guidance.
13.12	A.O.B Queen’s Birthday Beacon – FWG recommend that the Town Council support this, but feel it inappropriate to fund fireworks as this expenditure has not been precepted.
13.13	Internal Audit – FWG recommend Liz Hodges be appointed to conduct the internal audit again this year. 1. Recommendation that the Town Council supports FWG recommendations to reappoint Internal Auditor
13.13	Date of Next Meeting – Monday 15 th February
14	FINANCIAL MATTERS (documents attached) a) Invoices received – as listed January 2016 / February 2016 b) Payments received – as listed January 2016 / February 2016
15	CORRESPONDENCE (list attached) • As listed in January 2016 / February 2016 DATED THIS 3rd February, 2016 (Signed)  SHIPSTON TOWN CLERK