



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 9th November, 2015 commencing at 7.00pm.


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

AGENDA FOR THE NOVEMBER 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.

- 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)
- 4 **TO NOTE DISPENSATIONS RECEIVED BY THE CLERK**
- 5 **MINUTES of the last TOWN COUNCIL MEETING that took place on 12th October**
 - To confirm minutes (draft attached)
- 6 **CLERK'S REPORT**
 - Clerk's Report (attached)
- 7 **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)
 5. Shipston Forum – current issue
 6. Neighbourhood Plan – report and / or update as necessary
 7. River Walk – report and / or update as necessary
 8. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary
- 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 **STREET NAMING**
 - To suggest a new street name for the new Springhill development on Stratford Road.

10	<p>PLANNING MATTERS</p> <ul style="list-style-type: none"> • NEW PLANNING APPLICATIONS <i>These applications discussed by the Planning Working Group actioned using standing order: Section 3b(xv)</i> 15/03670/FUL – 1 Manor Lane – Extensions and alterations to increase roof height to create 1st floor Recommendation – no representation 15/03377/FUL – Shipston Ind. Estate, Darlingscote Road – extension to existing industrial premises Recommendation – support – due to increase in employment and vitality of town 15/03523/AGNOT – Land at Manor Farm Rd between Willington / Barcheston – General purpose farm building for storage - Recommendation – as STC is not a statutory consultee to this – take no further action • NEW PLANNING APPLICATIONS 15/03592/LDE – 28A Church Street – Confirmation used as separate dwelling Class C3 15/03620/VARY – 2-4 Market Place – Variation to condition 2 (14/03469/FUL) 15/03795/VARY – 2-4 Market Place – Variation to condition 2 (14/03470/LBC) 15/03822/FUL – George Hotel, High Street – removal of flue to rear pitched roof and other changes 15/03823/LBC – George Hotel, High Street – removal of flue to rear pitched roof and other changes 15/03831/FUL - 4 Greenway Road – two storey side extension • PLANNING APPLICATIONS / AMENDED OR ADDITIONAL DETAILS (FOR INFORMATION ONLY) 15/03124/FUL – Stour Bank, Hay Meadow – amended details 15/03627/TEL28 – Watery Lane – Electronic communications apparatus • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 15/03427/LDP – The Stables, Stratford Road – addition of 16 solar panels to roof – Certified permitted dev. 15/02435/REM – Springhill, Stratford Road – access, landscape etc. – Approval 15/02798/LBC – George Hotel, High Street – Internal and external alterations – Consent granted with conditions 15/02797/FUL – George Hotel, High Street – Internal and external alterations – Consent granted with conditions 15.93681/LBP – York House, Church Street – replace conservatory – Refusal of Cert. of Lawfulness of proposed works • PLANNING INSPECTORATE – APPEAL DECISION APP/J3720/W/15/3007063 – Land off London Road (Orbit) – Appeal allowed
11	<p>TOWN COUNCIL POLICIES</p> <ul style="list-style-type: none"> • To confirm the Town Council H&S Policy (attached) • To confirm the Town Council Publication Scheme (attached)
12	<p>SUSTAINABILITY WORKING GROUP</p> <p>12.1 No report this month</p> <p>12.2 <u>Next meeting to be confirmed</u></p>
13	<p>GENERAL PURPOSES WORKING GROUP – To consider a verbal report from Cllr Ivens (FI) – Chair of GPWG</p> <p>13.7 <u>Next meeting scheduled for Wednesday 2nd December at 2.00 pm</u></p>
14	<p>COMMUNICATIONS WORKING GROUP –</p> <p>14.1 Apologies for absence received from: Cllr Scobie</p> <p>14.2 Draft proposal of Shipston Online with Redwax The first draft proposal of the refreshed Shipston Online website was presented to the group by Alex Lilley. The main page will feature more up-to-date photos of the town, a clearer font and an events banner than will run across the bottom of the page. A guide to shopping and eating in the town and a link to the neighbourhood plan was discussed and agreed and these should be included in the refresh. Redwax to make changes agreed by the Communications Working group and report back by email. Alex Lilley left the meeting at this point.</p> <p>14.3 Review of tender documents for Forum Magazine & Website Hosing Both the tender specification documents for the two tenders (to be advertised in the November Forum) are currently out of date with incorrect information listed. The group reviewed both documents and made changes to reflect the scope and responsibilities of both services. PW to update tender documents and send to group for approval PW to check on total number of properties in Shipston in order to agree Forum distribution number.</p>

<p>14.4</p> <p>14.5</p> <p>14.6</p>	<p>December Forum – Back page – A request from Totally Locally (TL) had been sent to the Forum Editor to advertise a Town Trail over the festive period on the back page of the December issue of the Forum Magazine. The group discussed whether the Neighbourhood Plan Open Day details or the TL advert been listed on the back page. It was agreed that in the light of the Open Day not yet being confirmed that the group would review the content of the TL advert and agree its position in the Forum once this had taken place.</p> <p>Emails to be stored on new Online intranet The group discussed a number of emails that are sent out on a regular basis that should be stored on the new intranet site available to all Town Councillors once this has been set up on the refreshed website. PW to contact the Town Clerk's Office</p> <p>Date of Next Meeting – Monday 16th November 2015 at 7.30pm</p>
<p>15</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p> <p>15.6</p> <p>15.7</p> <p>15.8</p>	<p>FINANCE WORKING GROUP – To consider report prepared by Cllr Ian Cooper (IC) – Chair of FWG</p> <p>Apologies – Cllrs Scobie and Henderson</p> <p>Review of Risk Register – agree procedure FWG considered schedule of assets and reserves. GB to send IC auditor's comments. Need to compare list of community assets to insurance schedule. Cemetery lodge repairs will need to come out of general reserves. Need to identify any play equipment that may need replacing over next 3 years as part of precept process. General Purposes to compile a list of street furniture.</p> <p>2016 / 17 precept Timetable and Process Draft timetable attached. Working groups please note deadlines, and identify wish lists.</p> <p>Damage deposit for High Street events – update and actions with PM@SDC GB has circulated SDC policy document</p> <p>Renewal of Edge Accounting Software GB to ask for break clause after 3 years.</p> <p>Electronic banking – feedback from Lloyds IC to speak with Lloyds & look at Unity bank. CCLA funding guide being reviewed.</p> <p>Markets – 2016 to 2017 Totally Locally are planning 4 markets for next year (Plants & Produce; Teen and Young Enterprise; Vintage and retro; & Arts and Crafts). Need to notify dates of French and Italian markets. Budget comparison report to be reviewed at next FWG meeting.</p> <p>Date of Next Meeting Monday 16th November 2015 at 6.30pm</p>
<p>16</p> <p>17</p>	<p>FINANCIAL MATTERS (documents attached)</p> <ul style="list-style-type: none"> a) Invoices received – as listed October 2015 / November 2015 b) Payments received – as listed October 2015 / November 2015 <p>CORRESPONDENCE (list attached)</p> <ul style="list-style-type: none"> • As listed in October 2015 / November 2015 <p>DATED THIS 4th November, 2015 (Signed)</p> <p></p> <p>SHIPSTON TOWN CLERK</p>