



# 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)** D. Scobie (Town Mayor), J. Barker, I. Cooper, P. Cox, J. Dinnie, F. Ivens, V. Murphy, S. Saunders, P. Tesh, 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 Dan Scobie, to be held in New Clark House on Monday 9<sup>th</sup> September 2019 commencing at 7.00pm.

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


### AGENDA FOR THE SEPTEMBER 2019 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	<b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b>
2	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</b> (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	<b>TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK</b>
4	<b>MINUTES of the last TOWN COUNCIL MEETINGS that took place on 12<sup>th</sup> &amp; 27<sup>th</sup> August 2019</b> <ul style="list-style-type: none"> <li>To confirm minutes (draft attached)</li> </ul>
5	<b>CLERK'S REPORT</b> (attached)
6	<b>REPORTS</b> <ol style="list-style-type: none"> <li>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</li> <li>County Council issues (WCC – Warwickshire County Council)</li> <li>District Council issues (SDC – Stratford District Council)</li> <li>SNT (Safer Neighbourhood Team) – report as needed</li> <li>Shipston Forum – current issue</li> <li>Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary</li> <li>Youth Working Group – report as necessary</li> </ol>
7	<b>OPEN FORUM (15 MINUTES DURATION)</b> <ul style="list-style-type: none"> <li>Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.</li> </ul>
8	<b>PLANNING MATTERS – all planning applications can be viewed at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a></b> <ul style="list-style-type: none"> <li><b>NEW PLANNING APPLICATIONS</b> <ul style="list-style-type: none"> <li>19/01890/FUL – 5 Springfield Road – 1-storey rear extension and 2 dormer windows</li> <li>19/01434/LBC &amp; 19/01435/LBC – change of use to B1 office – for information only – no response requested</li> </ul> </li> <li><b>PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL</b> <ul style="list-style-type: none"> <li>17/01920/LFUL – Pettiphers Garages – demolition existing, build A1 retail unit &amp; 3 flats – Permission with conditions</li> <li>19/02081/FUL &amp; 19/02083/LBC - 36A Church St – replacement metal windows – Consent/permission with conditions</li> </ul> </li> </ul>
9	<b>OTHER PLANNING MATTERS – no updates at present</b>

10	<b>GENERAL PURPOSES WORKING GROUP</b> – report by Cllr Ivens, Chair of Group
10.1	<b>GPWG Meeting 29<sup>th</sup> August</b> – Present: Cllrs Ivens, Murphy, Westwood, Cox & the Clerk Apologies: Cllr. Saunders
10.2	<b>Litter &amp; Dog Bins</b> – full audit of all bins in the town will take place to check on condition and replacement needs.
10.3	<b>Cemetery</b> – Horton stone gravel has been ordered to refurbish paths and entrances.
10.4	<b>Footsteps to School</b> – contact contractor to request that footsteps are placed.
10.5	<b>30 mph Sign – Stratford Rd</b> – WCC have added our request for repair to a long list. Shipston Speedwatch Group have reported an increase in speeding, in order to ensure the safety of our residents GPWG makes the following: <b>Recommendation:</b> request agreement for funds to be made available for 2 new flashing 30mph signs for Stratford Road and London Road – costs are approx £2,000 per unit.
11	<b>HEALTH, AMENITY AND LEISURE PROJECTS (HALP)</b> – report by Cllrs Saunders and Westwood, Joint Chairs of Group <ul style="list-style-type: none"> <li>• The group found a local person who will design the viewing platform.</li> <li>• The photo exhibition is going well, more volunteers have signed up to help.</li> </ul>
12	<b>COMMUNICATIONS WORKING GROUP</b> – Cllr White, Chair of Group – no report
13	<b>FINANCE WORKING GROUP</b> – Cllr I Cooper, Chair of Group
13.1	<b>APOLOGIES FOR ABSENCE RECEIVED FROM:</b> None
13.2	<b>Standing Orders</b> – FWG have reviewed draft Standing Orders (attached) based on NALC model standing orders and recommend that Council adopt these. <b>Recommendation: The FWG recommends that the Town Council adopt the STC Standing Orders as attached.</b>
13.3	<b>Finance Regulations</b> - Finance Regulations will now be reviewed in light of new NALC model Financial Regulations
13.4	<b>Risk Register</b> – DS has updated the Risk Register, as discussed at the FWG meeting, a copy is attached for approval by full council. Note actions for other working groups, specifically #2 Press Management (Comms), #4 Managing Staff (Staffing) and for councillors to note - #8 Expenses policy (copy attached) #10 Councillor Competence (code of conduct attached). <b>Recommendation: STC adopt the Risk Register (attached)</b>
13.5	<b>Council Investment Strategy</b> –FWG recommend moving £100,000 of reserves from the NATWEST reserve account to the CCLA instant access account, when access to the NATWEST account is restored, to take advantage of better interest rates. <b>Recommendation: STC to invest £100,000 of reserves currently with NATWEST with CCLA instant access.</b>
13.6	<b>VE Day celebrations</b> – FWG recommend STC provide significant of £1,500 out of reserves but that fundraising, and sponsorship will provide a balance of required funding. VM to visit RBL event in Birmingham to gather info and ideas. <b>Recommendation: STC provide contribution of £1,500 towards VE Day celebrations in the Town.</b>
13.7	<b>Planning Request</b> – FWG recommend the allocation of up to £1,500 for update to Town Design statement leading to its adoption by the Planning Authority. <b>Recommendation: STC approve up to £1,500 for updates to the TDS leading to its adoption by SDC.</b>
13.8	<b>S106 and CIL funds</b> – IC to speak with PT about joint FWG / Planning approach to monitoring this.
13.9	<b>Long term STC strategy</b> – FWG to set up meeting with chairs of working groups to discuss medium/ long term plans, which will feed into Long Term investment strategy.
13.10	<b>Paperless office</b> – GB has set up meeting with providers for 16 <sup>th</sup> September, IC to contact CMIS for presentation of system.
13.11	<b>Audit of IT and internet services</b> – a separate meeting will be held look into IT strategy.
13.12	<b>Children’s Centre Proposal</b> – Limited response received from WCC, awaiting further meeting.
14	<b>FINANCIAL MATTERS</b> a) Invoices received – as listed August 2019/ September 2019 b) Payments received – as listed August 2019 / September 2019
15	<b>CO-OPTION FOR VACANCY FOR COUNCILLOR</b> <ul style="list-style-type: none"> <li>• To discuss any applications received for the vacant seat (1 attached)</li> </ul>
16	<b>STAFFING WORKING GROUP</b> <ul style="list-style-type: none"> <li>• To discuss staffing changes</li> </ul>
	<b>DATED THIS 4<sup>th</sup> September 2019</b>  <b>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</b>