



SHIPSTON ON STOUR TOWN COUNCIL

A G E N D A

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD

Telephone: 01608 662180

E-mail: clerk@shipstononline.org

Website: www.shipstononline.org

To: (Councillor) D. Scobie (Town Mayor), J. Barker, I. Cooper, P. Cox, J. Dinnie, F. Ivens, G. Kelly, 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 14th October 2019 commencing at 7.00pm.

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

AGENDA FOR THE OCTOBER 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	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 that took place on 9th September 2019 <ul style="list-style-type: none"> To confirm minutes (draft attached)
5	CLERK'S REPORT (attached)
6	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) – report as needed 5. Shipston Forum – current issue 6. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary 7. Youth Working Group – report as necessary
7	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.
8	PLANNING MATTERS – all planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/ <ul style="list-style-type: none"> PLANNING APPLICATIONS discussed by PWG – actioned using delegated power – recommendations added: 19/02234/AMD – 76 Campden Road – changes to gross external area of the development – no rep NEW PLANNING APPLICATIONS 19/02730/FUL – St Julian, Stratford Rd – porch and infill extensions & new chimney 19/02499/FUL – 8 Costard Avenue – 2-storey rear extension 19/02789/TREE – 6 High Street – tree works

	<ul style="list-style-type: none"> PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 19/01450/FUL & 19/01451/LBC – Stokes House, Sheep Street – roof changes – permission with conditions 19/01434/FUL & 19/1435/LBC – George Wells House, Church St – change of use – permission with conditions 19/02001/FUL – 22 Callaways Road – 1 storey extension – permission with conditions 19/02194/TREE – 11 London Road – tree works – consent with conditions 19/01890/FUL – 5 Springfield Road – 1-storey extension & dormer windows – permission with conditions 19/02044/FUL – 7 Green Lane – alterations to garages – permission with conditions 19/02231/FUL – 16 Market Place – change of use to open a tattoo parlour
9	OTHER PLANNING MATTERS – no updates at present
10	GENERAL PURPOSES WORKING GROUP – verbal report by Cllr Ivens, Chair of Group
10.1	Litter & Dog Bins – new liners have been ordered for some dog bins, we are collating the findings from our recent survey and expect to bring an expenditure proposal to the November meeting.
10.2	Trees - there are a number of tree issues throughout the town, we also need an up to date tree inspection – Proposal – GPWG ask Tree-tech to carry out the tree inspection at a cost of £4 per tree, approx. 300 trees and also request a quotation for any necessary tree works.
10.3	London Road Play Area – update – we expect work to commence week beginning 21 st October.
10.4	Emergency Plan – the current plans need to be reviewed.
10.4	Footsteps to School – Highways no longer recommend this – they will send plans of their recommended alternative.
10.5	30 mph Sign – Stratford Road – this is ongoing – we hope to report back at the November meeting.
11	HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – report by Cllrs Saunders and Westwood, Joint Chairs of Group
11.1	<p>Photographic Exhibition – Thanks to the foresight of last year's town mayor whose suggestion it was to hold a short-term exhibition of Old Shipston, we now have a successful heritage venue. We also received huge support from the curators of Shipston Museum, they agreed to set up displays of artefacts that brought the photographs to life.</p> <p>The exhibition has proved to be extremely popular; we have been pleasantly surprised by the numbers of visitors and the distances they have travelled. Social isolation is a big threat to wellbeing nationwide, including our own community. Some of our visitors have shown signs of social isolation, we believe that the exhibition has improved their mood, our volunteers have also commented that they have enjoyed feeling useful once again. Our volunteers have welcomed new residents to the town, who have been fascinated by our social history and made return visits.</p> <p>Our Vision – Since the sudden death of Mike Ashley, who worked tirelessly with Dick Burge for 60 years gathering the museum artefacts, we have talked with the History Society Charity which holds the collection in trust. Having seen the success of the photo exhibition in Old Clark House, they are keen to secure the building as a permanent home for Mike's Collection</p> <p>Royal British Legion – Shipston Branch – The project has the full support of our local RBL, who have indicated that they may be able to fund display furniture. In addition, they have asked to use space at OCH to distribute the poppy trays to volunteers, for the town's annual remembrance collection, this in turn will increase footfall at OCH.</p> <p>Infrastructure Old Clark House, although sound in structure, is in poor decorative order. Our volunteers are keen to freshen up the building with a coat of paint and would make other changes as funds become available and sustainability is assured. Proposal - that STC consider a lease to the "Shipston on Stour and District Local History Society" at a peppercorn rent for the first 5 years, the group understand that they will be responsible for the service costs of the building. (Registered Charity: 503305 – Shipston on Stour and District Local History Society)</p>
11.2	Following a successful meeting to discuss plans to celebrate VE and VJ day in 2020, we are able to report that Shipston RBL will take the lead in planning and preparations for the events taking place.

12	<p>COMMUNICATIONS WORKING GROUP– report by Cllr White, Chair of Group</p> <ul style="list-style-type: none"> • Cllrs White and Scobie with Forum Editor C Martin were present • CMC to request information on delivery of Forum to new households in Shipston in order for Comms Group to update print run and ensure all new properties are receiving a copy. • CMC to draft an editorial piece in the October Forum on the background of the publication leading on to request for expressions of interest for producing the Forum from April 2020 • Comms Group to work on tenders for both Website hosting and Forum production from April 2020.
13	<p>FINANCE WORKING GROUP – Cllr I Cooper, Chair of Group – no meeting in September – no report this month</p>
14	<p>FINANCIAL MATTERS</p> <ul style="list-style-type: none"> a) Invoices received – as listed September 2019/ October 2019 b) Payments received – as listed September 2019 / October 2019 c)
	<p>Proposal to close the meeting to allow discussion on confidential staffing matters</p>
15	<p>STAFFING</p> <ul style="list-style-type: none"> • Update on recruitment process.
	<p>DATED THIS 9th October 2019</p> <p><i>G.M. Beaumont</i></p> <p>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</p>



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD
Telephone: 01608 662180
E-mail: clerk@shipstononline.org
Website: www.shipstononline.org

MINUTES OF THE AUGUST MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 09 SEPTEMBER 2019

Present: - Town Cllrs: J. Barker, Cooper, P Cox, F Ivens, V Murphy, S Saunders, P Tesh, M Westwood, P White.

Public: 5

Press: 0

WCC & SDC: JB/TH

Clerks: 2

INTRODUCTION

Deputy Town Mayor, Cllr. Sheelagh Saunders welcomed Town Council members, press and public to the Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllrs. Scobie and White were noted.

2 **DECLARATIONS OF INTEREST** – none

3 **DISPENSATIONS RECEIVED BY CLERK** - none

4 **MINUTES OF PREVIOUS MEETINGS**

- Cllr. Murphy proposed that the minutes for the meeting held on 12 August 2019 be accepted as a true and accurate record, seconded Cllr. Cooper – 7 for, 2 abstention – motion carried
- Cllr. Murphy proposed that the minutes for the meeting held on 27 August 2019 be accepted as a true and accurate record, seconded Cllr. Cooper – 8 for, 1 abstention – motion carried

5 **CLERK'S REPORT** - the Clerk's written report was noted

- Councillors discussed a letter from UBus requesting support – Councillor Saunders proposed that promotional literature should be requested and made available to all at New Clark House, seconded Cllr Cooper – 8 for, 1 abstention – motion carried

6 **REPORTS**

6.1 **Town Councillors**

- Cllr Murphy reported that new parking machines had been installed at Telegraph Street carpark, she enjoyed the flower.
- Cllr Westwood attended the Police meeting on rural crime, she passed a written report to councillors.
- Cllr Dinnie congratulated Marilyn Charmers and a team of volunteers who have started work clear the bottom of Hanson Track, he also noted that a local company had donated 2 tons of gravel to refresh the surface.
- Cllr Tesh ...
- Cllr Cooper asked that letters of condolence go out to the families of Mike Ashley and Alan Noyce.
- Cllr Ivens noted the success of the flower show and quoted the judges, who said the standard had improved. She also congratulated New Street Allotments on winning 1st prize at Moreton Show.
- Cllr Saunders also enjoyed the flower show.

6.2 **County Council** – Cllr Jo Barker

- Congratulated the volunteers who had worked on the Bridgeway (Hanson Track)
 - Children's Centre – still some movement on final decisions about its future, will be meeting with Kate Sahota.
 - Portabello – many complaints received about delays to traffic.
- Cllr Westwood noted that issues concerning midwifery at the Children's Centre had been resolved.

- 6.2 District Council – Cllr. Trevor Harvey**
- Following the granting of planning permission for the Tesco site on Church Street, Cllr Harvey has written to Tesco and WCC asking if they would consider building a footpath from Telegraph Street carpark to the new store.
 - Cllr Cooper asked whether STC might discuss support for the request.
 - Darlingscote Traveller Park – some unauthorised works appear to have been started at the adjacent site – planning enforcement have been informed.
 - A new fence has been installed at 72 Donnington Road, replacing a dangerously crumbling brick wall.
 - The government spending review has given the go-ahead to put £3.5 billion into local government.
 - Cllr Harvey asked if there were any questions on his Electric Car Charging Points Report. Tony Perks of SDC says that using Telegraph Street as a site for this provision is not viable. *All working groups were asked to discuss this at their next meeting.*
 - Cllr Barker noted that a new recycling provision at St Edmund's will house bins for previously non-recyclable items.
- 6.4 SNT – no report this month**
- 6.5 Shipston Forum – the front-page lead article will be about STC community grants.**
- 6.6 Shipston Area Flood Action Group (SAFAG) – no report this month**
- 6.7 Youth Working Group (YWG) – no report this month**
- 7 Open Forum for Parishioners:**
- Mr Trevethick congratulated Marilyn on the Hanson Track work, he was concerned by the timing issues on the temporary traffic lights at Portabello, Cllr Barker will talk to WCC.
- 8 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>**
Planning applications *These applications discussed by the PWG actioned using standing order: Section 15b(xv)*
- No applications from PWG meeting to confirm
- New planning applications**
- 19/01890/FUL – 5 Springfield Road – 1 storey extension. **Cllr. Tesh proposed no representation, seconded Cllr. Westwood – unanimously agreed**
- Planning decisions by district or county council**
- 17/01920/LFUL – Pettiphers Garages – demolition existing, build A1 retail unit & 3 flats – Permission with conditions
 - 19/02081/FUL & 19/02083/LBC - 36A Church St – replacement windows – Consent/permission with conditions
- 9 OTHER PLANNING MATTERS – no updates at present**
- 10 GENERAL PURPOSES WORKING GROUP (GPWG) Cllr. Ivens' written report was noted.**
- 10.2 Litter and Dog Bins – an audit of all bins in the town will be carried out – STC contractors will assist.**
- 10.3 Cemetery – Hornton stone chippings have been ordered to refurbish the entrance and paths.**
- 10.4 Footsteps to School – the group will talk to WCC and the building contractors asking that the footsteps be reinstated.**
- 10.5 30 mph Sign – Stratford Road – WCC have added our request for repair to a long list. Speedwatch have noted in increase in speeding vehicles, GPWG will investigate costs and the process for installation.**
- 11 HEALTH, AMENITY AND LEISURE PROJECTS (HALP) WORKING GROUP – the written report was noted. Cllrs Saunders and Westwood noted that they were delighted that a local person had come forward to design the viewing platform. Also that the photographic exhibition in Old Clark House is going well, visitor numbers increasing.**
- 12 COMMUNICATIONS WORKING GROUP (CWG)**
 No report this month
- 13 FINANCE WORKING GROUP (FWG) – Cllr. Cooper's written report was noted.**
- 13.2 Standing Orders – FWG have reviewed draft Standing Orders (attached) based on NALC model standing orders and recommend that Council adopt these.**
Cllr Cooper proposed that STC adopt the revised standing orders, seconded Cllr Westwood – unanimously agreed
- 13.4 Risk Register – 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).**
Cllr Cooper proposed that STC adopt the updated Risk Register, seconded Cllr Barker – unanimously agreed

- 13.5 **Council Investment Strategy** –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.
Cllr Cooper proposed that STC invest £100,000 of reserves, current with NATWEST with CCLA instant access, seconded Cllr Cox – vote 8 for, 1 abstention – motion carried
- 13.6 **VE Day celebrations** – 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.
Cllr Cooper proposed that STC provide a contribution of £1,500 towards VE Day celebrations in the town, seconded Cllr Westwood – unanimously agreed
- 13.7 **Planning Request** – FWG recommend the allocation of up to £1,500 for update to Town Design statement leading to its adoption by the Planning Authority.
Cllr Cooper proposed that STC approve up to £1,500 for updates to the TDS leading to its adoption by SDC, seconded Cllr Murphy – unanimously agreed
- 14 **FINANCIAL MATTERS**
Invoices payable: Cllr. Cooper proposed that all invoices be paid, seconded Cllr. Murphy – unanimously agreed.
Income received was noted
- 15 **CO-OPTION FOR VACANT SEAT**
Following discussion with the candidate, a secret vote was taken, it was unanimously that Mr Gerry Kelly be co-opted as a councillor to Shipston Town Council.
- 16 The Staffing matter was passed to Staffing Working Group to recruit a new member of staff.

Signed..... Date.....
Councillor Sheelagh Saunders
Town Mayor, Shipston on Stour Town Council

SHIPSTON-ON-STOUR TOWN COUNCIL

Clerk's Report

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warwickshire. CV36 4HD
Telephone: 01608 662180 E-mail: clerk@shipstononline.org Website: www.shipstononline.org

To: All Councillors of Shipston-on-Stour Town Council
Clerk's Report and Matters arising from previous meetings

September 2019

Actions from councillor reports and other actions requested from the last meeting:

- Planning responses actioned



Complaints and faults reported by councillors and residents:

Complaint/incident received	Response	Update
A coping stone from the bridge has fallen into the river	Action by Bridges Team at WCC – Planning Permission required for repair	first added to list April 2017 contacted team for update
Graffiti on the bridge	Advice from Bridges Team at WCC	WCC have placed an order for removal of graffiti

Other matters:

- Allotments: 1 plot to be allocated, 10 on waiting list
- WCC Highways re Town Signs on Darlingscote and Campden Road – awaiting reply

Items for discussion

- Becoming a healthy town – note attached

Dates for your diary:

Remembrance parade – Sunday 10th November – all councillors are expected to attend.

AGENDA PACK

Includes: October 2019 Agenda
Healthy Town note
Income and Payments

Minutes – 9th September
PWG grid
Updated Standing Orders

Clerk's Report
PWG minutes 23/09/2019
Updated Cllr list

DATED 4th September 2019

G.M. Beaumont

SHIPSTON TOWN CLERK

BECOMING A 'HEALTHY TOWN'

Bryan Stoten, Chair of the Ellen Badger League of Friends, has challenged Shipston to attain the status of a 'healthy town' - with the expansion of the hospital, including a wellness hub, and location of the new medical centre on the site being at the heart of the initiative.

What is a healthy town/community?

The government states that a 'healthy place' is *"one which supports and promotes healthy behaviour and environments and meets the needs of children and young people to develop and grow, as well as be adaptable to the needs of an increasingly elderly population"*.

The University of Las Vegas says a *"healthy community is one in which residents have access to quality education, safe and healthy homes, adequate employment, transportation, physical activity and nutrition, in addition to quality healthcare"*.

Partnership working is the key

According to Healthy Bicester, 'healthy towns' *"involve individual residents, workplaces and employers, schools and nurseries, clubs, associations, volunteers and health and care services who are all working together to enable and support people to live healthier lives and to promote their wellbeing"*.

Public Health England says that *"working with partners in the voluntary and community sector to develop their capacity and strengthen the place of community at the centre of the public health system"*. It adds that *"by working ever more closely together in a place, local authorities, the NHS and community organisations can secure better outcomes for the people who live there."*

A HWB or a HWP?

The choice for Shipston is between a health and wellbeing board (HWB) or health and wellbeing partnership (HWP).

A HWB would be a formal committee of the Town Council). The core membership, prescribed by law, would comprise councillors, council officers, representatives from the NHS bodies and Healthwatch. HWBs can include voluntary sector representatives.

While HWBs' core membership include senior decision makers from both commissioners and providers of health and wellbeing services, as the Kings Fund says, they have *"very limited formal powers and are constituted as a partnership forum rather than an executive decision making body"*.

An alternative model is a healthy and wellbeing partnership (HWP). Stroud HWP is *"a forum for any person or organisation with an interest in health and wellbeing in the Stroud district"*. Meetings are attended by councillors, council officers and representatives from NHS bodies.

Importantly, the community is much more represented on HWPs. Stroud's membership is open to 130 community organisation, 35-40 of whom typically attend meetings, while reports from organisations are a standard agenda item. Charnwood HWP's membership has an equal mix of representatives from the statutory, voluntary and community sectors.

On balance, members of the Stour Partnership Against Social Isolation and Loneliness believe that the right approach for Shipston is to start with a HWP, assess its 'success' and convert to a HWB if and when appropriate.

The way forward

We have demonstrated that partnership working succeeds. Our members include local organisations such as Rotary, the Lions, SCAN, the LOF and the SMC as well as WCC and SDC.

We have agreed in principle to extend their remit and membership to become a HWP. South Warwickshire Hospitals Foundation Trust and Public Health Warwickshire have indicated they will support a HWP.

The new HWP will develop a comprehensive health and wellbeing strategy taking into account EBH developments and the priorities emerging next year from the JSNA, and support the advancement of the 'wellbeing zones' mentioned in our Neighbourhood Plan. It will of course require a constitution, aims and objectives, officers and administrative support

Conclusion

The Stour Partnership Against Social Isolation and Loneliness agrees that the developments at the Ellen Badger will provide the catalyst for a community-led drive to tackle a wide-ranging health and wellbeing agenda – and that a formal partnership involving local councils, the NHS and community organisations needs to be set up to take full advantage of them.

Therefore, we urge the Town Council to

- **endorse the objective of attaining Healthy Town status**
- **support the setting up of a Stour Health and Wellbeing Partnership, and**
- **appoint a representative on the Partnership**

Trevor Russel

Stour Apartnership Against Social Isolation and Loneliness



SHIPSTON-ON-STOUR PLANNING GROUP Minutes

Council Offices: New Clark House, West Street, Shipston on Stour, Warwickshire, CV36 4HD
Telephone: 01608 662180
E-mail: clerk@shipstononline.org
Website: www.shipstontowncouncil.org

MINUTES OF THE JUNE MEETING OF SHIPSTON ON STOUR PLANNING GROUP HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 23 SEPTEMBER 2019

Those Present: - Town Cllrs: P Tesh (Chair), J Dinnie, V Murphy, M Westwood

Public: 0 Press: 0 WCC & SDC: 0 Clerk: GB

INTRODUCTION

Chair of Planning, Cllr Paul Tesh welcomed Planning Group members, press and public to the Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllrs Cox, Saunders, SDC Cllr Barker and P Sykes

2a **DECLARATIONS OF INTEREST** – none

2b **DISPENSATIONS RECEIVED BY CLERK** – none

3 **LAND AT WADHAM HILL**

Grant Stevenson and Josh Sinnett gave an update on plans for the land on behalf of the landowners. A previous meeting took place 18 months ago. Future development for the land within their vision statement included 70 to 80 homes. Space for a community building could be included within the plan, they asked if STC suggest what future community facilities are required. The agents noted that they had met with John Careford at SDC.

MINUTES OF PREVIOUS MEETING – this will be added to future agendas and minutes

4 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>

New Planning applications

- 19/02234/AMD – 76 Campden Road – changes to external area of development
Following discussion Cllr Dinnie proposed that no representation be made, seconded Cllr Tesh – vote 3 for, 1 abstention – motion carried

PLANNING APPLICATIONS TO REVIEW

- 19/02194/TREE – 11 London Road – to consider tree officer report
PWG agreed with conclusion & recommendation of the report, asking that the officer be thanked.

PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL

- 19/01450/FUL & 19/01451/LBC – Stokes House, Sheep Street – roof changes – Permission with conditions
- 19/01434/FUL & 19/1435/LBC – George Wells House, Church St – change of use – Permission with conditions
- 19/02001/FUL – 22 Callaways Road – 1 storey extension – Permission with conditions

5 **Housing Needs Survey**

A brief has been prepared and will be sent out to 5 companies with a request to quote.

The Chair closed the meeting at 8.30 pm. Next planning meeting: - Monday 28th October 2019 in New Clark House commencing at 7.00 pm.

Signed.....

Date.....

Councillor Paul Tesh

Chair of Planning, Shipston on Stour Town Council

TCM- Monday 14th October 2019