



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.shipstontowncouncil.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 11th November 2019 commencing at 7.00pm.

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

AGENDA FOR THE DECEMBER 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 11th November 2019

- To confirm minutes (draft attached)

5 CLERK'S REPORT (attached)

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 – 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)

- 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/>

- **PLANNING APPLICATIONS** discussed by PWG – actioned using delegated power – recommendations added:
 - 19/02969/TREE – 31 New Street – T1 – Robinia – Fell – **no representation**
 - 19/02737/VARY – Chapel View, London Road – variation of condition 6 vehicular access - **object**
 - 19/02564/ADV – Land at Tilemans Lane – various signage – **no objection**
 - 19/03008/TPO – Acres Down, London Road – G1 – Lebanon Cedar – Fell – **object**
 - 19/03123/FUL – 98 Hanson Avenue – replacement rear flat roof extension – **no representation**
 - 19/02892/FUL – 16 Mill Street – change of use from flat to short term holiday let – **no rep. with concerns noted**
 - 19/03232/TREE – Redwood Park Open Space – T1 Lime – remove major limb, T2 Walnut – fell or reduce, T3 Lime – reduce 3 limbs to south side overhanging neighbouring property – **object due to lack of information/tree report**

9	<ul style="list-style-type: none"> NEW PLANNING APPLICATIONS (planning spreadsheet attached) 19/03208/LBC – York House, 14a Church Street – roof works PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 19/02789/TREE – 6 High Street – tree works – consent with conditions 19/02730/FUL – St Julian, Stratford Road – porch extension/chimney – Permission with conditions 19/01965/OUT – 1 Furze Hill, London Road – 1.5 storey house – Outline permission <p>OTHER PLANNING MATTERS (see Planning Minutes 25th November 2019 attached)</p>
10	GENERAL PURPOSES WORKING GROUP (GPWG) – Cllr Ivens, Chair of Group – no report this month
11	HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – verbal report by Cllrs Saunders and Westwood, Joint Chairs
12	COMMUNICATIONS WORKING GROUP (COMMS) – Cllr White, Chair of Group – no report this month
13	FINANCE WORKING GROUP (FWG) – Cllr I Cooper, Chair of Group
13.1	APOLOGIES FOR ABSENCE RECEIVED FROM: None
13.2	<p>CMIS Paperless Office presentation – Jonathan Sheils of Astech hosted a demonstration of their CMIS Committee Management solutions at their offices at Astech Mill in Shipston.</p> <ul style="list-style-type: none"> Details contained in attached FWG Report <p>The annual cost will be £2,250.00 ex VAT fixed for 5 years</p> <p>Recommendation: <i>Town Council accepts this proposal and adds the costs to the precept wish list.</i></p>
13.3	<p>Clark House Lease – The History Society are now in a legal position to sign a lease. Cllr Cooper / Cllr Scobie / Chair of History Society charity to meet to discuss and bring back to full council.</p>
13.4	<p>Tenancy – Old Clark House – to discuss recent correspondence from a former tenant (in closed session) Recommendation to be taken in closed session</p>
13.5	2020-21 Precept – Grant requests now closed. Wish list being prepared, to include £15k general purposes; the £2.25k CMIS solution + an amount for councillors' tablets; printing of wellbeing directory; and additional funds for the Housing Needs Survey
13.6	Finance Regulations - Finance Regulations will be reviewed in light of new NALC model Financial Regulations – ongoing for next meeting.
13.7	AOB – Investment income now received back from NatWest savings account, so will look to invest. New Clerk and Deputy will be going on finance training and End of Year courses with Edge.
13.8	Date of next meeting – Monday 16 th December
14	<p>FINANCIAL MATTERS</p> <ul style="list-style-type: none"> a) Invoices received – as listed November 2019 / December 2019 b) Payments received – as listed November 2019 / December 2019 <p>Proposal to close the meeting to allow discussion on confidential matters</p>
15	<p>CO-OPTION</p> <p>To discuss co-option of applicant – copy attached</p>
16	To discuss confidential financial matter – referred to at 13.4
	<p>DATED THIS 4th December 2019</p> <p></p> <p>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</p>



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE NOVEMBER MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 11 NOVEMBER 2019

Present: - Town Cllrs: D Scobie, I Cooper, P Cox, J Dinnie, F Ivens, G Kelly, V Murphy, P Tesh, M Westwood, P White
Public: 2 **Press:** 1 **WCC & SDC:** TH **Clerks:** WR DN

INTRODUCTION

Town Mayor, Cllr. Dan Scobie welcomed Town Council members, press and public to the Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllrs. Barker and Saunders 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 14 October 2019 be accepted as a true and accurate record, seconded Cllr. Cooper – 9 for, 1 abstention – motion carried

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

No additions to report.

Noted that water leak on Stratford Road has now been fixed.

6 **REPORTS**

6.1 **Town Councillors**

- Cllr Westwood reported on recent attendance at Health and Well Being Partnership Meeting. She apologised for not being well enough to attend the Remembrance Parade.
- Cllr Dinnie reported on yesterday's Remembrance Parade as being an excellent event, well attended and as a relative newcomer to the town, felt there had been a strong community spirit. Cllr Dinnie reported that he had also attended the Health and Well Being Partnership Meeting with Cllr. Westwood and felt that reports from the meeting should be considered as a standard agenda item in future. He reported that he had raised the Directory of Services with the Comms Group and it would now encompass more areas than loneliness. It would examine how it could be integrated with general communications and information about the town. Cllr. Dinnie also reported that the Youth Club, now being held at the Sports & Social Club, had experienced difficulties with anti-social behaviour from other groups in the area. Cllr. Dinnie also reported that the Sports & Social Club were considering the installation of a chair lift. This request had been taken to the GPWG Group.
- Cllr. Murphy endorsed the comments made about the excellent Remembrance Parade. She asked for thanks and appreciation of Richard Adam's efforts this year to be publicly recorded, particularly in the absence of Mike Ashley. She added that she could not add anything more to information regarding the stair lift at the Sports & Social Club as the meeting to discuss this was this evening and she was at the STC instead. Cllr. Murphy also asked that thanks be recorded to the SAFAG group as their efforts had undoubtedly impacted on Shipston escaping the worst of the recent flooding in the area.
- Cllr. Ivens also endorsed the comments about the excellent Remembrance Parade and stated that it goes from strength to strength each year and she felt very proud to be a part of it. Cllr Ivens also wished for thanks to Lawns2Mow to be recorded.

- 6.2 **County Council** – Cllr Jo Barker – no update.
- 6.3 **District Council** – Cllr. Trevor Harvey
- Cllr. Harvey reported that David Buckland was the new Chief Executive at SDC. There is a new management structure which currently leaves gaps for two Heads of Services to complement a team of seven.
 - Two consultation exercises currently going on regarding payment for green bins and car parking charges. Cllr. Harvey reported that it had been agreed that the proposals for changes to car parking charges did not apply to Shipston and Cllr. Murphy gave a history as to why this may be.
 - Cllr. Harvey reported on a proposal to withdraw the £10 annual concessionary car parking permit for seniors which will go out to consultation.
 - The new nursing home at Tilemans Lane – External lighting issue has been resolved.
 - Development at Pettiphers – Reply received from Tesco who are not willing to pay for footpath. SDC has written to ask them to reconsider and also requested timescale for planned work on the site.
 - Orchard Close – Currently establishing who owns three small parcels of land.
 - Townsend Hall – SDC been approached by Trustees to request funds towards maintenance. Cllr. Cooper felt this could be because it was listed as an asset to the town with SDC.
- 6.4 **SNT** – No report available.
- 6.5 **Shipston Forum** – December edition will include photos of Remembrance Parade, details of Christmas church services and repeat of advert for tender. The January 2020 issue will be the 20th anniversary edition of the Forum and will be distributed before Christmas. CM will check the last issue she will produce for STC.
- 6.6 **Shipston Area Flood Action Group (SAFAG)** – No report available.
- 6.7 **Youth Working Group** – No report available.
- 7 **Open Forum for Parishioners** – No questions raised.
- 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)*
- 19/02969/TREE – 31 New Street – T1 – Robinia – Fell - no representation
 - 19/02737/VARY – Chapel View, London Road – variation of condition 6 vehicular access – object
 - 19/02564/ADV – Land at Tilemans Lane – various signage – no objection
 - 19/03008/TPO – Acres Down, London Road – G1 – Lebanon Cedar – Fell - object
- New planning applications**
- 19/02401/FUL – 4 Warwick Place – Extension at rear, alterations, demolition of existing building, erection of new dwelling. **Cllr. Dinnie proposed, no representation, seconded Cllr. Westwood – unanimously agreed**
- Planning decisions by district or county council** – None received.
- 9 **OTHER PLANNING MATTERS**
- The STC noted the items which were in addition to the issued draft minutes of the PWG meeting of 28th October 2019.
- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** Cllr. Ivens’ verbal report was noted.
- Dog Fouling – The STC approved the GPWG’s recommendation for expenditure of £250 for the Keep Britain Tidy ‘Fight Back’ pack. **Cllr. Ivens proposed, seconded Cllr. Scobie – unanimously agreed.**
- Stair lift – GPWG waiting for replies to questions from Sports & Social Club, concerning risk assessment. Club asking Town Council’s permission to install stair lift.
- Hanging basket posts in High Street – Dangerous due to cars backing into them. WCC Highways to look at re-siting them between bays.
- 11 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP) WORKING GROUP** – Cllr. Westwood’s verbal report was noted.
- Museum – continuing to attract visitors. Volunteer numbers have increased to 12 and messenger group has been set up. Application to turn Charity into a Charitable Incorporated Organisation (CIO) has been submitted. Trustees have appointed a Chair, Vice Chairs, Secretary and Treasurer. The plan is to keep the photo exhibition open until January 2020. Decorating will then take place with a view to opening again at Easter 2020.

- 12 **COMMUNICATIONS WORKING GROUP (CWG) – Cllr White’s verbal report was noted.**
Tenders for both Website hosting and Forum - 3 years from April 2020. Tender packs are ready. Any questions, please forward to Cllr. White.

- 13 **FINANCE WORKING GROUP (FWG) – Cllr. Cooper’s written report was noted.**

2020-21 Precept – The draft precept timetable was not attached to the agenda but has subsequently been sent out to Councillors.

Recycling bins – The FWG’s recommendation that £77.98 be paid to Julie Pardoe to cover the costs of the recycling bins was agreed.

Cllr. Cooper proposed, seconded by Cllr. Ivens– unanimously agreed

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FINANCIAL MATTERS

- a) Invoices received – as listed October 2019/ November 2019
- b) Payments received – as listed October 2019 / November 2019

Mayoress Charity Lunch - Cllr. Cooper explained the expenditure regarding this which had raised £1900 for Papyrus charity.

HAGS payment – Cllr. Ivens informed that this had not yet been installed, STC agreed to withhold payment until a date for installation had been arranged.

Cllr. Cooper proposed that all invoices be paid except the HAGS invoice, seconded by Cllr. Westwood – unanimously agreed.

Income received was noted

Proposal to close the meeting to allow discussion on confidential staffing items.

Cllr. Scobie proposed, seconded by Cllr. Cooper – unanimously agreed.

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STAFFING

Cllr Murphy, Chair of the Staffing Group gave a verbal update. The STC endorsed the decision made by the Staffing Working Group.

Cllr. Murphy proposed, seconded by Cllr. Scobie – unanimously agreed.

Cllr. Scobie expressed his thanks on behalf of the STC to Bill Robinson for acting as Clerk this evening in the absence of Georgina Beaumont.

The Town Mayor closed the meeting to the public at 7.44 pm and the STC meeting at 7.55 pm.

Next general meeting: - Monday 9th December 2019 in New Clark House commencing at 7.00 pm

Signed.....

Date.....

Councillor Dan Scobie

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

December 2019



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

- Planning responses actioned
- Keep Britain Tidy campaign pack has been ordered
- Contacted Highways officers for update on solutions for the hanging baskets posts – response received and forwarded to Chair of GPWG for discussion.
- Contacted Julie Pardoe for bank details to pay for recycling bins in St Edmunds
- A number of people have registered an interest in the Forum and Website contracts, forwarded to Comms.

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
Non delivery Forum in various areas	Reported Herald Agent	
Mud on Campden Road	Reported to police and highways	

Other matters:

- Allotments: no update at present
- We consider that the Town Council's response to the flooding on 14th November worked well, the works upstream carried out by SAFAG certainly decreased the likelihood of flood water reaching Church Street.
- VASA have requested office space for their team of volunteers to run the voluntary driver service in Shipston – the area under consideration is the STC side of the reception area – this has been passed to GPWG.
- New office chairs have been ordered for AP and DN – funding in place in office furniture budget.

Items for discussion

- The inspection of headstones and memorials at the cemetery is overdue, this should be considered urgent, request expenditure be added to the precept – a rough estimate of £4,000 (in 2010 cost was £3.5K).

Dates for my diary:

- Retirement – 31st December 2019

AGENDA PACK

Includes: December 2019 Agenda
PWG grid
Co-option candidate

Minutes – 11/11/2019
PWG minutes 25/11/2019
FWG Report (confidential)

Clerk's Report
Income and Payments



DATED 4th December 2019

G.M. Beaumont

SHIPSTON TOWN CLERK



SHIPSTON-ON-STOUR PLANNING GROUP Minutes

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MINUTES OF THE OCTOBER MEETING OF SHIPSTON ON STOUR PLANNING GROUP HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 28 OCTOBER 2019

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

Public: 0

Press: 0

WCC & SDC: 0

Clerk: GB

INTRODUCTION

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

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllr Saunders and Mr P. Sykes

2a **DECLARATIONS OF INTEREST** – None

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

3 **MINUTES OF PREVIOUS MEETING – held on 28th October 2019**

Cllr Tesh proposed that the minutes be accepted as a true record of the meeting, seconded Cllr Dinnie – vote – 5 for, 1 abstention, motion carried.

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

NEW PLANNING APPLICATIONS

- 19/03123/FUL – 98 Hanson Avenue – replacement rear flat roof extension
Following discussion Cllr Dinnie proposed that no representation be made, seconded Cllr Westwood – unanimously agreed
- 19/0202892/FUL – 16 Mill Court – change of use from flat to short term holiday let.
Following discussion, Cllr Tesh proposed that STC make no representation noting concerns of no provision for parking for holiday guests in Mill Court, the potential impact on the availability of low-cost housing and setting a precedent, seconded Cllr Murphy – vote 5 for, 1 abstention.
- 19/03232/TREE – Redwood Park Open Space – T1 Lime – remove major limb, T2 Walnut – fell or reduce, T3 Lime – reduce 3 limbs to south overhanging neighbouring property.
Objection proposed by Cllr Tesh, on the grounds of lack of information or a professional arboricultural report, seconded by Cllr Westwood, unanimously agreed.

PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL

19/02789/Tree – 6 High Street – tree works and removal – consent with conditions

19/02730/FUL – St Julian, Stratford Road – porch extension etc. – permission with conditions.

Both above noted.

5 OTHER PLANNING MATTERS TO REVIEW/UPDATE

- **Housing Needs Survey – update**

Cllr Tesh – Each of the tenders needs to be notified that the implied cost will require additional funding to be sought, so any survey will be delayed until the new financial year, with a view to inviting 2 out of the 4 tenders for interview to gain a more detailed understanding of each proposal. Cllr Dinnie shared his written summaries of 3 of 'Arc4', Cobweb Consulting' and 'People and Places'

- **Town design Statement – update**

Paul Richardson is reviewing what has been done previously to update the degree of work needed and estimate timescales. Cllr Tesh noted that the target date for completion and submission to SDC is Spring 2020.

- **To confirm that the Planning Working Group will become a committee on 1st January 2020.**

Council have already agreed to the Planning Working Group becoming a committee. Cllrs requested to consider the proposed Terms of Reference.

6 ANY OTHER BUSINESS

Neil Pearce to be invited to the January meeting.

The Chair closed the meeting at 8.22 pm. Next planning meeting: - Monday 23rd December 2019 in New Clark House, commencing at 7.00 pm

Signed.....

Date.....

Councillor Paul Tesh

Chair of Planning, Shipston on Stour Town Council

Application Number	Address	Brief Description	Date Registered	Date of Alert	Consultation Expiry Date	Is this within Conservation Area?	Is this location a flood risk	Access and car parking?	Hedges & Trees	Materials and appearance?	Construction items of note	Recorded Objections	STC PWG proposal and date	STC Decision and date	SDC notified date
19/03123/FUL	98 Hanson Avenue Shipston-On-Stour CV36 4HS	Proposed replacement rear flat roof extension. (replaces existing conservatory with flat, lantern roofed extension no higher than existing, but longer and wider.)	11/05/19	12/11/19	02/12/2019	No	No	unaffected	unaffected	In keeping with existing house	Lantern style flat roof no higher than existing Conservatory to be replaced.	none	no rep		
19/02892/FUL	16 Mill Court New Street Shipston-On-Stour CV36 4EJ	Change of use from flat to short term holiday let.	14/10/19	12/11/19	03/12/19	Yes	Yes, but this is a first floor flat	Parking is offered on the public car parks, however it should be provided on site. See 76/00762/FUL	unaffected	n/a	n/a	none (no objection from WCC Highways)	No objection with concerns about Parking, Fire regs. & reduced low cost housing stock		
19/03232/TREE	Redwood Park Open Space London Road Shipston-on-Stour	T1 - lime - Remove major limb with decayed scar on north side, remove deadwood T2 - walnut - Fell or reduce to height and spread of 5metres T3 - lime - Reduce 3 limbs on south side by 3metres overhanging neighbours property	19/11/19	21/11/19	11/12/19	Yes, rough location plan has been provided on the application	no	unaffected	appears to be essential work to maintain trees in safe healthy condition	n/a	n/a	none	object pending arboricultural report	delegated	26/11/2019
19/03208/LBC	York House, 14A Church Street	Lift and relay the roof coverings, rebuild the chimneys, repair roof timbers and repair the dormer window			18/12/19	Yes	Yes	unaffected	unaffected	In keeping with existing house		None			