



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF 11th APRIL 2022 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON-ON-STOUR AT 7.00 PM

Present: Cllrs: I. Cooper (Chair), T. Booth, P. Cox, J. Dinnie, H. Kelly, S. Madams, V. Murphy, M. Westwood, P. White

Via Zoom: Cllr. P. Tesh

Public: 2 present, 1 via Zoom

Press: 1 (via Zoom)

WCC & SDC: 0

Clerk: D. Neath

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllrs. J. Barker and G. Kelly, District Councillor T. Harvey, Clerk (H.Morgan)
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) None.
3	TO NOTE REQUESTS FOR DISPENSATION RECEIVED BY THE CLERK None received.
	RESIGNATION OF COUNCILLOR Cllr. Cooper informed of Cllr. White's decision to resign as a Town Councillor, after seven and a half years. On behalf of the Council, Cllr. Cooper thanked Cllr. White for all his efforts in serving the Town Council, in particular his dedication and professionalism. Thanks also expressed for the excellent work in respect of the Communications Working Group in his role as Chair, ensuring effective and compliant communication to residents. Cllr. White will be in post until the end of April 2022.
4	MINUTES OF THE LAST TOWN COUNCIL MEETING – To confirm minutes of the Meeting which took place on Monday 14th March 2022. Minutes agreed with following amendment: Page 3 – 7.1 – Crest Nicholson re. Olbutt Road <i>Cllr. Tesh to keep STC updated regarding 'foul' drain run which crosses open space and fencing.</i> <u>Proposal to accept Minutes of 14th March 2022, with the amendment above, as a true and accurate record, proposed by Cllr. Murphy and seconded by Cllr. Booth. 9 for, unanimous motion carried.</u>
5	CLERK'S REPORT - Report noted.
	Update by Mr Tim Wilson, Chair of Board of Governors, Shipston High School Cllr. Cooper welcomed Mr Tim Wilson to the meeting who gave Councillors an update on school activities. This included the completion of major works on a new external fence and all internal fire safety work. Significant staff and student absences reported due to Covid, more so since restrictions lifted. An AGM had been held at the school for the first time as a formal meeting and will become an annual meeting from now on. Shipston High School considering implications of Government White Paper regarding Multi Academy Trusts. OFSTED inspection expected at any time, last inspection rated as 'Good'. Mr Wilson informed that the school was already oversubscribed for September 2022 intake but due to two new buildings, was reasonably well equipped with classroom space. Cllr. Cooper expressed his thanks to Mr Tim Wilson on behalf of all Councillors. He informed that STC was looking to support young people as much as possible and Cllr. Madams was Chair of the Youth Working Group. Mr Wilson

	informed that as there was not currently a School Council, he suggested the best point of contact would be Richard Harris, Deputy Head.
6	REPORTS
6.1	<p>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</p> <p>Cllr. Cox referred to PowerPoint presentation he had produced, highlighting outstanding projects for the GPWG. Cllr. Cox has been assisting the Clerk with applications for grants.</p> <p>Cllrs. Cox and Murphy expressed their concern about the terrible state of toilets and changing rooms at the Sports and Social Club, in complete contrast to the other newly refurbished areas and aware that they may not comply with some relevant league requirements. Cllr. Cooper felt that no work should be carried out until discussions and a detailed plan is produced, involving the Sports and Social Club. Cllr. Cox attending meeting of Sports and Social Club on 25.4.2022 to discuss further, along with playing pitches for Junior teams, particularly hockey.</p> <p>Cllr. White had received several complaints from residents regarding SDC's introduction of the 3-2-1 Recycling scheme, commencing in August, with general waste being collected every three weeks. There seem to be misconceptions that STC was involved in the decision to introduce this.</p> <p>Cllr. White had been approached by local resident who had been ill informed by Stratford DC regarding housing list responsibilities. Cllr. Booth suggested that the Shipston Forum was used to signpost people to the correct agencies etc.</p> <p>Cllr. Dinnie reported on complaints from residents regarding Royal Mail, with local deliveries being erratic. This was thought to be due to staff shortages due to Covid.</p> <p>Cllr. H. Kelly reported on successful Soup Lunch held today, with £503 being raised for the Ukranian appeal.</p> <p>Cllr. Westwood attended successful party held on 10.4.2022 in the Townsend Hall, organised by the Shipston Lions which had been very well received by those present.</p> <p>Cllr. Cooper informed of High Sheriff's Awards being presented to Geoff Smith of SAFAG, along with the late Mickey Cornock and his mother Linda for all their efforts in the town.</p> <p>Cllr Tesh reported on resident complaint regarding gate on Oldbutt Road, by the Crest Nicholson estate which SDC incorrectly assumed was the view of STC. This has now been rectified.</p>
6.2	<p>District Council issues (SDC – Stratford District Council) - District Councillor Harvey absent but report below.</p> <p>Merger of SDC and WDC</p> <p>There have been a number of decisions with financial implications taken since February 2021 when SDC and WDC confirmed their vision that would lead to the creation of a single district council for South Warwickshire. In the case of WDC, for example, the level of its borrowing has increased from some £300m then to a little over £400m in the past year. At a Joint Informal Cabinet Meeting on 22.3.2022, presentations were made by the respective Chief Executives that illustrated SDC's prudent approach to its finances and WDC's more interventionist approach that was supported by higher levels of borrowing.</p> <p>In these circumstances, SDC's and WDC's Cabinets are agreed that it would be sensible to commission independent due diligence reports to review the financial position of both Councils and, in WDC's case, also of its housing subsidiary, Milverton Homes Limited, that was established in January 2021. The purpose of these reports is to ensure that both Councils can proceed with confidence about the financial position that the new Council will inherit. These reports are due to be available before the end of April. Members of The Cabinet are also very aware that the UK's economic and financial outlook has changed very substantially in the past six months.</p> <p>Help with Council Tax</p> <p>Councillors will remember that I reported last month that the Government had announced that all Council Tax payers whose property is in the Bands A-D will receive a credit to their account of £150. SDC will also receive £1.6 million for distribution to those Council Tax payers with properties in Bands E-H on a discretionary basis. A discussion earlier this week with the Head of Revenue and Benefits reveals that a trial version of the software to enable this fund to be administered is still awaited. There is little prospect that payments from this fund will begin to become possible until May 2022.</p> <p>Waste Contract</p> <p>In recent weeks SDC councillors received a newsletter and a summarised communications plan for the 123+ waste collection service due to commence on 1.8.22. The food caddies will be delivered to SDC residents during April along with a booklet that has the calendar of collections in it. If a resident doesn't want them because they are going to compost the food themselves, the caddies can be returned to Elizabeth House.</p> <p>Enforcement</p> <p>The Enforcement Team has been successful following a recent prosecution brought by SDC against a resident of Henley in Arden for failing to comply with two Enforcement Notices issued in 2017 and 2018. The resident was fined £2,000 at Coventry Magistrates' Court on 16.3.22 and ordered to pay £1,786.22 costs and a victim surcharge of £190. The Notices related to storage, repair, and maintenance of vehicles from a home address and the storage of vehicles on adjoining paddock land in the Green Belt. Whilst this demonstrates that the Team takes action in respect of serious</p>

	breaches in planning regulations, it also highlights how long these cases can take to bring matters to a close, albeit there have been added delays in the Court system due to the pandemic.
6.3	County Council issues (WCC – Warwickshire County Council) – No report as County Councillor Barker absent.
6.4	Blue Light update - Safer Neighbourhood Team, Fire Station, First Responders Reports well received by Councillors. Concern expressed regarding high number of mental health incidents. Encouraging to read of high number of suspicious circumstances reported which are valued by the SNT. Cllr. Booth expressed his thanks on behalf of Station Watch Commander Chris Townsend for the help of STC in ensuring the Shipston fire tender had not been moved away from Shipston as had happened in the past. Also, maintenance work will be carried out on the tender. First Responders currently advertising for the recruitment of more CFR's. Three access bleed kits (specialist bandages for knife wounds) to be added to existing defibrillators in Shipston. Cllr. Booth asked if consideration could be given by STC for help with the replacement of these due to expiry dates and high cost.
6.5	Shipston Forum – Chris Rowland, Editor. Mr Rowland reported on forthcoming May edition to include articles from local clubs, Warwickshire Vision Support, and an update from Shipston Cycling Club. There will also be a report from Shipston Women's Institute, celebrating the 100 th anniversary of the founding of the branch in October this year. The WI hope to install a bench in the town to commemorate this. Front page will also include item on forthcoming Jubilee celebrations, including the lighting of the Shipston Beacon.
6.6	Ellen Badger – Community Hospital Review. Noted that planning permission has been granted for Phases 1 and 2. Cllr. Dinnie informed that decommissioning of hospital still in progress.
6.7	Health and Well Being Minutes and Action Log as previously circulated.
7	OPEN FORUM (15 MINUTES DURATION) No report.
8	SAFAG WORKING GROUP – Mr Geoff Smith reported. Minutes of 4 th April 2022 circulated. <i>High Sheriff Award</i> – Mr Smith showed Councillors the award he had received and said he was very honoured to receive it. <i>Flood prevention at Corn Mill Meadows</i> – SAFAG members had walked the fields and identified opportunities for extensive NFM interventions. SAFAG Budget - Mr Smith reported that SAFAG currently in a good financial position. He briefed Councillors on proposed changes to the work schedule with budget implications. <u>Proposal to approve revised budget version of SAFAG Plan, proposed by Cllr. Cooper and seconded by Cllr. Dinnie, 9 for - unanimous - motion carried.</u>
9	PLANNING COMMITTEE – Chair – Cllr. Tesh. All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/ Minutes of Extra Ordinary Planning Committee meeting on 14 th March 2022 and Planning Committee meeting of 28 th March 2022 noted. <i>Ridgeway/Corn Mill Meadow – location and type of gate, fence and link to Orbit development, along with upgrade and maintenance of pathway.</i> Meeting to be arranged to discuss further. <u>20 mph scheme</u> Cllr. Dinnie has prepared a document, 'Proposed Transport Plan for Shipston', listing roads and hazardous areas to be shared with WCC Road Safety Team. Meeting to be held on 5.5.2022. Councillors to forward any comments to Cllr. Dinnie by 22.4.22 for inclusion in document. <i>21/00830/LDP – Springfield Farm</i> <i>Loft conversion window overlooking neighbouring garden.</i> <u>Proposal to accept in principle but with condition that bathroom window is of obscure glass, proposed by Cllr. Dinnie and seconded by Cllr. Westwood, 9 for - unanimous - motion carried.</u> <i>21/02875/FUL – Former Norgen IMI site</i> <i>Link to farm barn buildings</i> <u>Proposal to reinstate previous objection, proposed by Cllr. Dinnie and seconded by Cllr. Westwood, 9 for - unanimous - motion carried.</u> <i>Future sites for the next Local Plan and the Neighbourhood Plan updates. As per Mr Sykes' presentation and Cllr. Tesh's covering notes which have been circulated.</i>

	<p><u>Proposal to approve initial budget of £3000 to allow for the appointment of a suitable specialist consultant to progress the development brief for the Tileman's Lane area; the budget to be reviewed and finalised once a consultant appointed, proposed by Cllr. Cooper and seconded by Cllr. Dinnie, 8 for, 1 abstention, motion carried.</u></p>
10	<p>GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox. Minutes of meeting of 31st March 2022 noted. <i>Recommendation that Council approves the uplift in price to £17,778.89 for Queens Avenue play area.</i> <u>Proposal to approve the uplift in price to £17,778.89 for Queen's Avenue play area, proposed by Cllr. Cox and seconded by Cllr. Booth, 9 for, unanimous - motion carried.</u></p> <p><u>Following three recommendations taken together</u></p> <ol style="list-style-type: none"> 1. Recommendation that Council approves an uplift of allotment rent of £3 (full plot), £1.50 (half plot) and 50p (quarter plot) commencing April 2023. 2. Recommendation that Council approves the banning of bonfires and incinerators at the allotments. 3. Recommendation that Council approves the removal of the communal compost area and that allotment holders compost on their individual plots. <p><u>Proposal to approve three recommendations above relating to allotments, proposed by Cllr. Cox and seconded by Cllr. Westwood, 9 for, unanimous - motion carried.</u></p>
11	<p>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie. Minutes of 30th March 2022 noted.</p> <p><i>Recommendation that Council approves the Scepwaescetun (Sheep Wash Town) Gateway Signs to proceed to casting.</i> Proposed signs omit any information relating to Shipston Twinning Association (currently included on London Road sign). Agreed that Twinning Association be consulted and invited to meeting to discuss further.</p> <p><i>Recommendation that Council approves to proceed to stairlift removal and remaining works at Clark House (Museum) followed by agreement of the lease arrangement enabling a zero rating for Council Tax.</i> Councillors agreed stairlift removal to go ahead unless cost to STC. Clerk to source three quotes from solicitors regarding Museum lease.</p> <p><i>Discuss Wildlife proposals for Corn Mill Meadows from Ian Jelley, Warwickshire Wildlife Trust.</i> Cllr. Dinnie to resend email regarding this to Councillors. Responses needed in advance of meeting on 7.6.2022.</p> <p><i>To note the next stage in installing the sheep style plaques as alleyways signs is to approach householders for permission to mount them.</i> Councillors noted money in reserves to cover costs of these. Cllr. Dinnie to commence process of approaching householders affected.</p>
12	<p>COMMUNICATIONS WORKING GROUP – Chair Cllr. White. Cllr. White to arrange date for handover with regard to this.</p>
13	<p>FINANCE WORKING GROUP – Chair Cllr Cooper. Minutes of Meeting of 21st March 2022 noted.</p>
14	<p>FINANCIAL MATTERS Invoices for approval – as listed March/April 2022 – as circulated.</p> <p>Verbally added at the meeting:</p> <p>SAFAG – John Dee – Inv.317 - £5,832.00 K.A. Perkins – Inv. 108619 - £2,220.00 – Work at Band Hall (To be investigated) Online Office Products – Inv.22298 – New printer at NCH - £303.36. Online Office Products – Inv.22341 – Printer cartridges - £100.43. Make, Design & Print – Inv. LF19601/1 – Annual Town Report - £143.76 E-on – Inv.KI-82A8288D-0007 – Electricity at NCH - £240.95</p> <p>Clerk to investigate K.A. Perkins Plant Hire, Inv.108619 relating to works at Town Band Hall in New Street.</p> <p><u>Approval to accept invoices as listed plus additions listed above, proposed by Cllr. Cooper, seconded by Cllr.Cox. 9 for – Motion carried unanimously</u></p>

15	<p>STAFFING WORKING GROUP – Chair – Cllr. M Westwood</p> <p>Minutes of meeting of 23rd March 2022 noted.</p> <p>Cllr. Westwood updated STC on very difficult and challenging period in the office at NCH with staff having to cope without a printer or scanner for over a month due to printer failures. Thankfully, situation has now been resolved.</p> <p>The SLCC final report has been received with a list of staffing recommendations and defined Job Descriptions for current and future staff. The appointment of a Deputy Clerk is recommended as soon as possible, along with consideration given to the title, grading and pay of the current Admin Assistant, due to an increase in workload and responsibilities.</p> <p>Cllr. Westwood informed that Staffing Working Group meetings would be held on the Wednesday following the Town Council for the foreseeable future.</p> <p>An application for a new Councillor has been received which will be discussed further at the Staffing Working Group meeting and an interview date arranged. Councillor representation at Working Groups also to be discussed.</p> <p>Discussion took place on the number of Councillors with regard to the size of the town which was felt to be adequate at the current time. The representation of Councillors on committees and Working Groups will be looked at.</p>
16	<p>YOUTH WORKING GROUP</p> <p>Cllr. Madams informed that Cllr. H. Kelly will be joining group. Cllr. Madams will be arranging a meeting of this Working Group in the near future.</p> <p>Street painting activity carried out by young people on the Sunday of the Jubilee weekend was considered.</p> <p>Cllr. Westwood and Cllr. H. Kelly both have contacts for artists and will pass on to Cllr. Madams.</p>
17	<p>JUBILEE WORKING PARTY</p> <p>Street parties – Clerk to look at regulations regarding closing of roads for street parties during the Jubilee weekend. High Street will be closed on 5.6.2022 for Jubilee Lunch to take place.</p> <p>Fireworks – Insurance and Risk assessment sorted.</p> <p><i>Recommendation that Council approves the location for the Jubilee Bench as outside New Clark House.</i></p> <p><u>Proposal to approval location of Jubilee bench outside New Clark House, proposed by Cllr. Cox and seconded by Cllr. Westwood. 9 for, unanimous motion carried.</u></p>
18.	<p>SHIPSTON AWARD NOMINATIONS</p> <p>The meeting was closed to the press and public at 9.10 pm.</p> <p><u>Proposal by Cllr. Cooper to close the meeting, seconded by Cllr. White, 9 for – unanimous.</u></p>
19	<p>DATE OF NEXT MEETING – Monday 9th May 2022 – Mayor Making.</p>

Signed:
Councillor Ian Cooper (Mayor, Shipston on Stour Town Council)

Date:

(APPENDICES A & B ATTACHED)

APPENDIX A

EXPENDITURE APPROVAL LIST – 11th APRIL 2022

PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv. 7196 - Managed IT support (01/04/22)	£195.00
Busy Biz	Inv. 433 - Forum services (April 2022 edition)	£237.50
Talacom	Inv. 18142 - Forum editorship (April 2022 edition)	£930.00
KMS Litho	Inv. 24152 - Forum printing (April 2022 edition - 4000 copies)	£1,075.00
Lawns to Mow	Inv 114STC - Town contract (March 2022)	£6,000.00
Warks Pension Scheme	Staff pensions (March 2022)	£1,235.33
HMRC	Staff NI/PAYE (March 2022)	£1,206.62
Council Staff	Salaries (March 2022) includes back pay from April 2021	£3,443.41
Stephi Paull	Inv.3147 - Payroll services (March 2022)	£28.00
Dor-2-Dor	Shipston Forum delivery - May 2022 (Invoice to follow) Inv.0057	£252.00
Townsend Hall	Inv.SI-819 - Hire of room for Councillor Bun Meeting on 9.2.2022	£27.00
Mark Ireland Plumbing Services	Inv.2943 - NCH heating, water troughs at New Street Allotments	£125.00
SDC	Rates for NCH 2022-2023	£5,738.50
SDC	Rates for Cemetery 2022-2023	£1,921.17
SDC	Rates for Clark House 2022-2023	£2,641.41
Hampshire Flag Company	Bunting (heavy duty PVC) for Queen's Platinum Jubilee Celebrations	£523.20
Clearsound Productions	Inv.4341 -Hire of equipment for STC Meeting 10.1.22	£300.00
Beverley Webb	Inv.17 - Refreshments and glass hire for Civic Service held on 13.3.2022 (Mayor's Allowance)	£475.00
Direct Debits / Card payments (Contracts in place)		
E-on Next	Inv.KI-BE2F2112-0005 - Electricity at New Clark House - 1.12.21 - 28.2.22	£121.42

Water Plus	Inv.05959661 - Cemetery/Allotments Shoulderway Lane - 1.4.2022 - 1.4.2023	£155.40
Amazon	Plastic sign locators for Shipston Town Council sign on NCH building (Card payment)	£5.95
Verbally added by the Clerk at the meeting:		
K.A. Perkins Plant Hire	Inv.108619 Works at Band Hall	£2,220.00
Online Office Products	Inv.22298 - New Brother printer at New Clark House	£303.36
Online Office Products	Inv.22341 - Printer cartridges	£100.43
Make, Design & Print	Inv. LF19601/1 - Printing of Annual Town Report	£143.76
E-on Next	Inv.KI-82A8288D-0007 - Electricity at New Clark House - 1.3.2022 - 31.3.2022	£240.95
SAFAG Working Group invoices		
John Dee	Inv.317 - Work at Cherington Pond and Longlands Farm	£5,832.00

APPENDIX B

SHIPSTON POLICE REPORT – MARCH 2022

The month of March has been one that has seen an increase in Domestic incidents as well as Mental Health. Across the South of the County there has been a significant rise in theft from motor vehicle however the beat area of Shipston has only had two reported incidents. The SNT are looking at ways to engage with van owners in an attempt to provide prevention advice as well as free van alarms. This is to be carried out with the Stratford District Council Crime Prevention Team.

Increased engagement has been undertaken by the team with PCSO's Turner and Cole utilising the use of push bikes.

BURGLARY RESIDENTIAL

There has been one reported Burglary relating to a residential property throughout the month of March. The property is currently under renovation and a quantity of tools were taken from within. No CCTV / No Forensics.

BURGLARY BUSINESS

There have been no reported Business Burglaries during this month.

DOMESTIC INCIDENTS

Police have attended twenty five domestic related incidents ranging from low risk / verbal to high risk. One of the cases has required a Police initiated DVPN to be issued. This prevents the perpetrator from attending the address of the victim and from having contact for 28 days. This gives the victim an opportunity to engage with support agencies and encourage safeguarding.

ANTI-SOCIAL BEHAVIOUR

There have been fifteen incidents of ASB reported over this period. The reports range from parking issues to noise nuisance.

THEFT FROM MOTOR VEHICLE

There have been two reported incidents of theft from motor vehicle. Tools have been the items stolen with the locations being Tredington and Lower Quinton.

ROBBERY

There has been a recorded incident of Robbery. This has taken place on Meon Vale. CID are looking into the matter and is still under investigation. It is believed that the victim does know the suspect.

ROAD TRAFFIC COLLISIONS

There have been fourteen RTC related incidents as well as sixteen road related incidents.

MENTAL HEALTH

Police have responded to twenty five mental health / concern incidents. Each incident is looked at by the Police Mental Health triage team and arrangements for providing best service discussed. Waiting time for Ambulance for this type of incident currently sitting at 3-5hrs.

SUSPICIOUS CIRCUMSTANCES

There have been thirty reports of suspicious behaviour. This is very encouraging as each call is valued and graded with attendance where possible.

POACHING / COURSING

There have been two reports of poaching / coursing. Each of the incidents were attended by the team with one being called in an hour after the suspect vehicle had left and the other was attended by the Rural Crime Team.

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team