

SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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

Telephone: 01608 662180

E-mail: clerk@shipstononline.org
Website: www.shipstontowncouncil.org

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

Present: Cllrs: M. Westwood (Chair), J. Barker, I. Cooper, P. Cox, J. Dinnie, G.Kelly, H. Kelly, S. Madams (from item 5), P. Tesh (until item 10)

Public: 9 Press: 2 WCC & SDC: 2 Clerks: H. Morgan and D. Neath

TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE				
Cllr. T. Booth				
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.				
TO NOTE REQUESTS FOR DISPENSATION RECEIVED BY THE CLERK				
None received.				
MINUTES OF THE LAST TOWN COUNCIL MEETINGS – To confirm minutes of the Meeting which took place on Monday 13 th June 2022 Proposal to accept Minutes of 13 th June 2022, as a true and accurate record, proposed by Cllr. Westwood and				
seconded by Cllr. Cooper. 8 for, unanimous, motion carried.				
CLERK'S REPORT - Report noted.				
REPORTS				
Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council) Cllrs. G.Kelly, and Cllr Cooper – no reports this month. Cllr. Tesh updated on statement he had prepared to submit to SDC but request had been delegated to SDC's Planning Committee before the end of the consultation period. Cllr. Dinnie reported on successful meeting with Shipston Health and Well Being Partnership he had attended on 23.6.2022 and Councillors noted that support may be needed for future support with the Badger Valley Children's Centre. Cllr. Dinnie reported on very constructive meeting with Lone Star Developments on 29.6.2022 regarding Reserve sites and drainage plans. WCC County Cycling and Walking – Cllr. Dinnie will provide more information under Planning. Riverside – Cllr. Dinnie reported on visit to Riverside to review furniture. Cornmill Meadows – Cllr. Dinnie informed that the High School were taking on a project at Cornmill Meadows. Sports and Social Club – Meeting to be held on 13.7.2022 with Elizabeth Dixon, WCC re lift and S&SC and NCH. Bees in churchyard – Cllr. H. Kelly reported on successful introduction of bees to colony. Swift Walk – Agreed that preferable that organiser of walk sends presentation to Clerk to be circulated to all Councillors and that she then attends next STC meeting to answer any questions about it. Shipston Proms – Cllr. Madams expressed her thanks to all; those involved in organising such a successful Proms. Oldbutt Road – Cllr. Madams had been approached by residents regarding fencing which is already being dealt with				

Youth Club – Cllr. Barker informed that a Trustees meeting is being held monthly and the location of the Youth Club at the Hub is working well. The Badger Valley Children's Centre may be available for hire and used for such things as the toy library.

Sewerage – Cllr. Barker reported on continuing problems and will investigate pipe work with Severn Trent/Environment Agency. Noted that problem in Hardiman's Field after heavy rain which could then contaminate river.

Railway Crescent - Cllr. Cox reported on contact with TreeTech to ensure trees were watered regularly in current hot weather. They had reported that they had photographic evidence that watering pipes were blocked with bark and upright posts were being used as goalposts.

Meeting with Severn Trent – Cllr. Cox had attended online meeting with Cllrs. Dinnie, and Tesh on 7.7.2022. Warwick Castle Mayor Making – Cllr. Westwood reported on attendance on 14.6.2022.

Shipston Proms – Cllr. Westwood expressed thanks to organisers for such a successful event. As part of the Proms, she had attended a musical evening on 23.6.22 organised by Shipston Music Society which had been wonderful. Anniversary of Falklands Conflict – Cllr. Westwood reported on attendance on this event at the Gyratory .on 14.6.22 which was very moving.

6.2 District Council issues (SDC – Stratford District Council) - District Councillor Harvey report below. **Financial Results**

The fundamental issue SDC needs to consider is the potential impact of the current and projected rates of inflation on SDC's budget for the remainder of the year. For example, the 2022/23 budget made an assumption of a pay award to staff this year of 3%. Given the level of understandable unrest within the public sector generally, this is not likely to prove to be sufficient. Similarly, there are escalators based on the rate of inflation in some of SDC's contracts for services e.g. our refuse contract with Biffa will be impacted by the price of fuel. The increase in energy costs will impact on SLM and the cost of operating swimming pools. This again could have repercussions for SDC's finances.

123+ Waste collection from 1 August 2022

The new service will go live on 1.8.2022 as planned. Biffa is hiring in some vehicles, especially for the food waste. Residents will see SDC providing the service it promised to deliver. Given that there are approaching 60k households in the District, there will inevitably be some teething problems. Food waste will be going to an anaerobic digester. Residents are asked to contact SDC's Street Scene staff if they do not have their food waste caddies. Paper hangers will be placed on the bins over the next couple of weeks to remind residents that they should use the food caddies from 1.8.2022. They should check the calendar delivered with their bins as their collection day may have changed.

Climate Change

SDC's Climate Change Panel will be reviewing a paper on Electric Vehicle Charging points plus an update on the feasibility of solar panels over the Leisure Centre Car Park at its meeting on 5.7.2022.

Democratic Services

As a result of the forthcoming resignation of Caroline Nash, Democratic Services Manager, as she moves to her new role at Stratford Town Council, there is need to recruit her replacement.

Legal Services

The very significant expansion of legal services following the taking on of part of the WCC legal team, as part the merger negotiations with WDC. This has given SDC a very significant boost in the range of legal services supplied inhouse. Further, it is saving money by avoiding having to buying in those services from the private or public sector. By providing those services to WDC, SDC is able to recover a significant proportion of costs.

Community Safety

The major SDC CCTV project is now complete with some 130 cameras installed feeding into the control room in Stratford. Working with Warwickshire Police, the team has supported a number of successful interventions apprehending potential perpetrators and helping to resolve other community safety related issues.

Environmental Health

Officers are continuing to find a drop in food hygiene standards as food outlets struggle to get back to business. Officers are also finding more premises that do not have a working hot water supply. The increase of the cost of energy resources may be a contributing factor for this along with boilers not being serviced during the pandemic.

Pest Control

The Environmental Health Department remains under pressure on resources. During the three months ended 31.5.2022, the Department received 1,118 service requests.

Licensing Activities

The areas covered by the team include Hackney Carriages and Private Hire, Gambling Premise, Boats and Street Trading. During the three months ended 31.5.2022, a total of 417 licenses were issued in the above areas.

Enforcement

The Enforcement Team investigates all cases in accordance with the Local Enforcement Plan. Its task is to regularize any planning breaches. A planning breach in itself is not illegal and, like all councils, SDC will usually request a

retrospective application where planning permission has not been sought. If, however, the breach involves a previously rejected development (or the retrospective application fails), SDC can issue an enforcement notice requiring the applicant to put things back as they were. SDC can serve an enforcement notice when it considers planning control rules have been broken. Normally this will occur when it is considered what has or is being done, is harmful to the neighbourhood. The decisive issue should be whether the breach would unacceptably affect public amenity or the existing use of land and buildings merit protection in the public interest. The Enforcement Team has issued: four Breach of Condition Notices and two Enforcement Notices between January and March 2022, five Breach of Condition Notices and two Temporary Stop Notices between April and June 2022.

Land Charges

The Land Charges Team is currently achieving a turnaround time of 10 - 11 days against a target of 15 days.

Cllr. Harvey added that the summer edition of the SDC magazine 'Stratford View', which had been delivered to each household recently, gave further details of the 123+ waste collection service.

- 6.3 County Council issues (WCC - Warwickshire County Council) - County Councillor Barker
- 6.4 Blue Light update - Safer Neighbourhood Team, Fire Station, First Responders No report from SNT and Fire service this month. Clerk reported on news from First Responders that two more defibrillators would be installed at Low Furlong and Burmington in the near future. They are currently recruiting more volunteers and would be attending various summer fetes.
- 6.5 **Shipston Forum** – Chris Rowland, Editor. Mr Rowland reported on forthcoming August edition with usual reports along with an update from Shipston Proms. The Little Shipstonians would also feature to include a nature trail. Mr Rowland introduced Max Heather who had recently joined the team at Tala.
- 6.6 Ellen Badger – Community Hospital Review. Clerk to arrange date for meeting between STC and SWFT in August. Noted that there had been a 25% increase in costs due to price increase for materials etc.

6.7 Health and Well Being

Cllr. Westwood welcomed Mr Bob Armstrong and Ms Vanessa Compton to the meeting, representing Shipston Health and Well Being Partnership.

Mr Armstrong and Ms Compton gave details of the background of the formation of the SHWBP and an update on various activities currently provided to the community including keep fit, walking, singing, cycling etc and their work with MIND and the Medical Centre. Cllr. Westwood thanked them for their attendance and input and on behalf of SHWBP, Mr Armstrong thanked the Mayor and Town Council for all their support.

7 **OPEN FORUM (15 MINUTES DURATION)**

SAFE group – A resident updated STC on the Shipston Action For The Environment group which had met for the first time in July 2021. The group was currently working with WCC and SDC. Cllr. Westwood informed that it was hoped a working group of Councillors would be set up to support the work SAFE were doing.

SWIFT walks – A resident informed of guided evening walks organised around Shipston by the Stour Valley Wildlife Action Group (SVWAG) to identify swifts and learn more about them whilst encouraging the installation of swift hoxes.

Candidate – Cllr. Westwood introduced one of the candidates for the Deputy Clerk position to those present.

8 SAFAG WORKING GROUP - Mr Phil Wragg, Mr Brian Cooper and Mr Geoff Smith in attendance.

Mr Wragg, Chair of SAFAG, outlined background to Steering Group which was managed by Environment Agency. Changes had been made in 2020 and SAFAG resigned from Stour NFM Partnership on 7.7.2022. To date, SAFAG had not received a response to this letter and it was felt that no further action be taken until this had been received. Councillors will then consider the next course of action, in particular with relation to the recovery of £20,000 residual funds from SDC.

9 **PLANNING COMMITTEE** – Chair – Cllr. Tesh.

All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/

Minutes of Planning Committee Meeting of 27th June 2022 noted.

22/01488/VARY – 19 Berry Avenue - Variation of Condition 2 of planning permission ref 21/01241/FUL dated 6th July 2021 to change the external material of the rear extension from timber cladding to render. Original description of the development – proposed first floor rear extension and insertion of one window to the first floor side

No Rep, proposed by Cllr. Tesh and seconded by Cllr. Dinnie, 9 for, unanimous, motion carried.

22/01/01499/FUL – 1 Hornsby Close - Replace wooden double glazed kitchen window with wooden double glazed French doors. This will involve removing the Cotswold stones underneath the window to accommodate the door

No Rep, proposed by Cllr. Tesh and seconded by Cllr. Dinnie, 9 for, unanimous, motion carried.

Recommendation that Council should respond to the proposals sent by Dana Loxley arising from the meeting on the 5th May 2022 Recommendation that Council should consider the proposals presented at the Planning Committee meeting as a basis for responding to the WCC Walking and Cycling Plan Consultation which is due on 14th August 2022. Recommendation that Council should take account of any suggestions that may arise from a meeting with Alison Kennedy (WCC) on 25th July to discuss the WCC draft plan and local proposals in their response to the Consultation. It was agreed that the above three recommendations be taken back to Planning Committee for discussion and brought back to the next STC meeting for further consideration. Cllr. Dinnie to circulate proposed response to Dana Loxley at WCC regarding traffic speed reduction in Shipston to all Councillors for comment. Recommendation that Council (via the Planning Committee) should respond to the Preferred Preferred Options Site Allocation Plan. Comments required by the end of July. Mr P Sykes to draft a reply Proposal that the Council (via the Planning Committee) respond to the Preferred Options Site Allocation Plan before 30th July 2022, proposed by Cllr. Westwood and seconded by Cllr. Tesh, 8 for, 1 abstention, motion carried. 10 GENERAL PURPOSES WORKING GROUP - Chair Cllr. Cox. Cllr. Westwood thanked Cllr. Cox for his comprehensive report this month. No meeting held in June 2022. Phone box in High Street – Cllr. Cox reported on contact with BT to find out owner as currently used as rubbish bin. Community wi-fi has been suggested for its use after ATM machine was removed. Cllr. Cox to continue to investigate. Jubilee Bench outside NCH - Consensus of opinion from Councillors was that this did not need to be secured. 11 HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) - Chair - Cllr. Dinnie. Minutes of 29.6.2022 and reports noted. Recommendation that Council approves draft Heads of Terms for the Museum lease and instruct solicitors. Proposal that STC approves the draft Heads of Terms for the Museum lease and instruct solicitors, proposed by Cllr. Westwood and seconded by Cllr. Dinnie, 8 for, unanimous, motion carried. Recommendation that Council approves the inclusion of completion of repairs at the Museum to the Heads of Terms. Further information relating to cost implications to be made available to STC before a decision made. Recommendation that Council approves the Town Signage Report for implementation. Proposal that STC approves the Town Signage report for implementation, proposed by Cllr. Westwood, seconded by Cllr. Dinnie, 8 for - unanimous, motion carried. 12 COMMUNICATIONS WORKING GROUP Cllr. Westwood informed that it was hoped Cllr. Cox could be relieved of his work on social media as it was intended that the successful candidate for the Deputy Clerk position would be taking this on. 13 **FINANCE WORKING GROUP** – Chair Cllr Cooper. Minutes of Meeting of 20th June 2022 noted. No recommendations this month. 14 **FINANCIAL MATTERS** Invoices for approval – as listed June/July 2022 – as circulated. Approval to accept invoices as listed for June/July 2022 , proposed by Cllr. Westwood, seconded by Cllr. Barker, <u>8 for – unanimous – motion carried.</u> 15 STAFFING WORKING GROUP - Chair - Cllr. M Westwood Deputy Clerk - Cllr. Westwood informed that all candidates had been impressive at interview. New Councillor – Interest shown by local resident and invited to meeting tonight but not attended. 16 YOUTH WORKING GROUP Cllr. Madams recorded thanks to Mr Rowland for the inclusion of the article on the Jubilee Big Lunch and chalk art activity in the July edition. Cllr. Madams attempting to make contact at High School which Cllr. Westwood offered to follow up regarding a Youth Ambassador. So far a meeting of the Youth Working Group has not taken place. 17 **EXCLUSION OF THE PUBLIC** In view of the confidential nature of the business to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them

	of exempt information under paras 1 & 11 of Part 1 of Schedule 12A of the Local Government Act 1972, that the public be temporarily excluded & they are instructed to withdraw.
	Recommendation to exclude the public in order to discuss confidential staffing recommendations.
	Proposal by Cllr. Westwood to close the meeting, seconded by Cllr. Dinnie, 8 for – unanimous.
18	DATE OF NEXT MEETING – Monday 8 th August 2022

Signed:	Date:
Councillor Marianne Westwood (Mayor, Shipston on Stour Town Council)	

(APPENDICES A & B ATTACHED)

The meeting closed to the public at 8.54 pm.

APPENDIX A

EXPENDITURE APPROVAL LIST – JULY 2022

	EXPENDITURE APPROVAL LIST - JULY 2022 (Meeting 11th July 2022)				
PAYEE	DETAILS	GROSS PAYMENT			
Dadway	Law 7512 Microsoft 205 Office and microstical of annell from Caroll				
Redwax	Inv.7513- Microsoft 365 Office and migration of email from Gmail and IMAP to M365 (24/06/2022)	£725.71			
Redwax	Inv.7454 - Domain renewal of shipstontowncouncil.org - 1 year - 14.7.2022 - 13.7.2023	£16.80			
Busy Biz	Inv. 470 - Forum services (July 2022 edition)	£237.50			
Talacom	Inv. 18223 - Forum editorship (July 2022 edition)	£930.00			
KMS Litho	Inv. 24407 - Forum printing (July 2022 edition - 4000 copies)	£1,075.00			
Lawns to Mow	Inv. 117STC - Town contract (June 2022)	£6,528.00			
Warks Pension Scheme	Staff pensions (June 2022)	£1,012.85			
HMRC	Staff NI/PAYE (June 2022)	£880.63			
Council Staff	Salaries (June 2022)	£2,930.29			
Stephi Paull	Payroll services - June 2022 (Invoice to follow)	£14.00			
	·				
Dor-2-Dor	Shipston Forum delivery - August 2022 (Invoice to follow)	£252.00			
SLCC	Inv.MEM240147-1 - Membership fees for Town Clerk (HM)	£270.00			
Robert Lunn & Lowth	Inv. 24/0587 - Charges in respect of abortive lease from SDC - Riverside	£1,182.00			
Lodders Solicitors	Searches re. Norgen Hub	£1,200.00			
Co-op	Refreshments at New Clark House for Road Safety Team meeting	£12.04			
Со-ор	held on 5.5.2022				
npower	Inv.INO3935226 - Electricity for town Christmas lights 2021	£315.00			
Stratford District Council	Inv.2020989 - Annual contribution to CCTV Monitoring (4 year agreement) 1.7.2019 - 30.6.2023	£6,947.00			
Seagrave Inspection Services	Annual playground inspection and equipment life expectancy survey (invoice to follow)	£1,084.10			
Konica Minolta	Inv.1161106922 - Photocopier charges 3.3.2022 - 2.6.2022	£91.10			
Online Office	Inv.23824 - Brother printer cartridges and A4 paper for NCH use	£150.56			
Products	(Credit so only £23.23 to pay)				
Lloyds Bank	Payment re. Wool Fair bank charges	£15.00			
Direct Debits / Card	payments (Contracts in place)				
Amazon	Inv. GB23CJ0RPAEUI- Pack of 12 x 12 Part Dividers for use at NCH (card payment)	£1.61			
Amazon	Pack of 6 x Part Dividers for use at NCH (card payment)	£3.96			
Amazon	Inv. GB-2022-213191587 - Large Cable Wire Ties for use on playground equipment (card payment)	£12.99			
Amazon	Inv.GB-2022-188530771 - Notice board locks (pack of 4) with keys (card payment)	£10.99			
Amazon	Inv.GB23RWGXRAEU1 - Loose Bolt Shield Anchors (Pack of 5) for securing Jubilee Bench (card payment)	£9.57			
Amazon	Pack of 10 Angle Brackets for securing Jubilee Bench (card payment)	£11.99			

Zoom	Inv. 153758767 - Online meeting subs - June-July 2022 (card payment)	£14.39
Water Plus	Inv New Clark House 9.6.2022 - 9.7.2022	£62.37
Water Plus	Inv.06322989 - New Street Allotments 3.5.2022 - 3.6.2022	£18.79
Water Plus	inv.06454043 - New Street Allotments 3.6.2022 - 3.7.2022	£24.54
Indeed	Inv.64206321 - Advertisement costs for Deputy Clerk position (card payment)	£84.79
SAFAG Working Gro	up invoices	·
Phil Wragg	SAFAG - Claim for mileage, refreshments, certificates, printer cartridges - 13.4.2022 - 27.6.2022	£287.65
Geoff Smith	SAFAG - Claim for mileage, Zoom and consent charges - October 2021 - June 2022	£282.57
John Dee	SAFAG - Inv.311 - NFM intervention work at Blackdowns and Ditchford Pond	£1,935.60
John Dee	SAFAG - Inv.322 - Work at Sutton Brook	£7,215.60
For information (alr	eady approved at previous STC meetings)	
Alderminster Electrics	Inv.45741 - Sports and Social Club work on toilets and lobby (first fix)	£2,700.00
Alderminster Electrics	Inv.45881 - Sports and Social Club - hand dryer	£220.80
Alderminster Electrics	Inv.45889 - Sports and Social Club - Toilets, lobby and stairs (second fix)	£1,260.00
	(Approved at STC Meeting 11.10.2021)	
Shipston Town Band	Community Grant 2022/23	£2,000.00
Shipston Proms	Community Grant 2022/23	£2,000.00
Shipston Angling Club	Community Grant 2022/23	£1,000.00
	(Approved at STC Meeting 10.1.2022)	
Verbally added by t	he Clerk at the meeting	
Zoom	Inv.153758767 - Online meeting subs June-July 2022	£14.39
Lloyds Bank	Inv. 374024991 - General Account Charges - May-June 2022	£19.25
National Allotment Society	Inv. NA56/2022 (Membership fees 2022/2023	£60.40
WALC	Inv.0591 - Introduction to Councils course (Cllr. Madams)	£16.80
WALC	Inv.21806 - Introduction to VAT for Local Councillors - 7.12.2021 (HM)	£36.00
	I	-1

APPENDIX B (RECEIVED POST MEETING)

SHIPSTON POLICE REPORT – JUNE 2022

June has been a particularly challenging month for the team as the three are now two due to PCSO Turner taking up a secondment out in Stratford due to staffing issues and abstractions for PC Sid Hammond covering shift shortfalls. Shipston has seen a busy month with The Proms which went without any incident and a number of community events also went on without any issue.

There will be more disruption in the coming month with the Commonwealth Games creating a demand for support.

BURGLARY RESIDENTIAL

There have been two reported incidents relating to residential burglary with one being an attempt. It would appear that the offenders are after vehicles located on driveways and using the power boxes to gain remote entry / control of the vehicles. Standard crime prevention advice is given which includes, don't leave valuables in the vehicle, put keys in a faraday pouch away from the front door, use a crook lock on the steering wheel. These actions will put any would be thief off trying to take or being able to take.

BURGLARY BUSINESS

There were two reports of burglary business – the first was at a school in Quinton where children were reported as being on the roof. No damage recorded and no entry gained. The second was a break at the now closed Ettington Chase hotel. Security has been increased whilst a decision is made regarding the building.

CRIMINAL DAMAGE / THEFT

There have been one of each reported during the month.

ANTI-SOCIAL BEHAVIOUR

There have been seventeen reports of ASB which ranges from nuisance youth to nuisance vehicles. The weather is ever improving and school holidays upon us so the team are looking at implementing Patrol plans in an attempt to offer maximum visibility / availability.

VIOLENCE

There have been five reports of violence with two linked to licensed premises within the town. The remaining three are persons known to each other with investigations concluded.

VEHICLE CRIME

There have been three reports of vehicle crime, two of the vehicles were left insecure prior to items being removed .

DOMESTIC INCIDENTS

There were fourteen domestic incidents reported with two risk rated as high risk.

MENTAL HEALTH

There were twenty five mental health / concern incidents requiring Police intervention. Once again Police have been utilized as a triage for Ambulance when they have no available units. This is something that is set to continue.

ROAD RELATED ISSUES / ROAD TRAFFIC COLLISIONS

There have been twenty two road related incidents inclusive of RTC's. The majority of the RTC's have been slight injury or damage only with one being serious.

HATE INCIDENTS

There have been three hate incidents reported and all are still ongoing investigations.

In summary, the incident numbers have raised and the demand is getting greater. The team are being kept very busy and this will continue to be the way going forward. At present we are looking to attend events on rest days in order to promote community relations.

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team