

SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF 14th MARCH 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), J. Barker, T. Booth, P. Cox, J. Dinnie, G. Kelly, H. Kelly (from item 5), S. Madams, P. Tesh, V. Murphy, M. Westwood, P. White

Public: 1 Press: 1 WCC & SDC: Cllrs. J Barker and T. Harvey Clerks: H. Morgan and D. Neath

Cllr. Cooper welcomed everyone to the meeting. In view of the ongoing crisis in Ukraine, it was agreed that STC would put a statement In the April 2022 Forum, expressing their sympathy with the Ukrainian people and condemning the invasion, requesting President Putin call off the assault. The cover page of the Forum will also be blue and yellow, to show support for Ukraine. Cllr. Westwood asked that STC also show support for other war torn countries in crisis.

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE	
	None.	
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.	
4	MINUTES OF THE LAST TOWN COUNCIL MEETING – To confirm minutes of the Meeting which took place on	
	Monday 14th February 2022.	
	Minutes agreed with following amendment:	
	Page 3 – 11 – Heritage, Amenities and Leisure Projects Working Group (HALP)	
	Lease for Riverside – Amendment as follows: 'STC rejected draft lease due to concerns regarding future liabilities.	
	Clerk to find out name of SDC solicitors involved with the lease and pass information to Cllr. Barker.'	
	Proposal to accept Minutes of 14th February 2022, with the amendment above, as a true and accurate record,	
	proposed by Cllr. Barker and seconded by Cllr. Cooper. 8 for, 3 abstentions, motion carried.	
5	CO-OPTION OF COUNCILLOR	
	Proposal to co-opt Hilary Kelly as a Shipston Town Councillor, proposed by Cllr. Cooper and seconded by	
	Cllr. Dinnie. 10 for, 1 abstention, motion carried.	
	Cllr. Cooper welcomed Cllr. H. Kelly to the meeting who took her place at the table. Induction arrangements will	
	be made by the Clerk.	
6	CLERK'S REPORT - Report noted.	
	Freedom of Information Request – More specific details of request awaited by Clerk.	
	Queen's Avenue play area – Due to an increase in cost of materials, the General Purposes Working Group to review	
	and bring back to STC with an additional recommendation.	
	29 London Road – Complaint received regarding contractors parking in Sports & Social Club car park. Clerk to	
	contact Mark Forsyth-Forest at Seccombes for details so a letter can be sent.	
	E-Cargo Project – SDC had expressed interest in running a roadshow in Shipston to showcase a loan scheme for	
	businesses, allowing them to trial the use of electric bikes and trikes for three months. Councillors were supportive	

of this idea. It was felt that the Townsend Hall would be the preferred venue for demonstration. Clerk to inform

Annual Town Meeting – To be held on 12.4.2022 at the Townsend Hall. Cllr. Cooper asked Chairs of Working Groups to provide him with details to be included in the Annual Report. Clerk to invite Community Groups to the event to give and update on their activities and their grants awarded. Cllr. Cooper asked Councillors to consider nominations for the Shipston Award, to be presented at the meeting. Nominations to be sent to the Clerk.

7 REPORTS

7.1 Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)

No reports from Cllrs. G. Kelly and White.

Civic Service - Cllr. Murphy passed on thanks for a successful Civic Service, with the Town Band a highlight of the event.

Orbit – Cllr. Barker to investigate merger of Orbit Group with Swan Housing Association and the effect this will have on customer service.

Sadler's Avenue/Queen's Avenue sewage issues – Cllrs. Barker and Cox have been liaising with Severn Trent Water to resolve the issues. Cllr. Barker to follow up with them regarding a long term solution.

Fire Station update – Cllr. Booth reported that he had been informed by the Crew Commander at Shipston Fire Station, that the engine based at Shipston, is often relocated to other stations to provide cover leaving the town without cover except from distant reaches. The Shipston engine is also in need of replacement with various maintenance issues. Cllr. Barker to investigate further. Cllr. Booth also highlighted the fact that due to Young Firefighters no longer being in existence, recruitment was an issue. Cllr. Booth to ask representative from Shipston Fire Station to attend an STC meeting for an update.

One way system for town centre - Councillors discussed the long standing safety and accessibility issues in the centre of Shipston and the need for a one way system as outlined in the Neighbourhood Plan. Cllr. Barker confirmed that she would be willing to allocate some of her County Council community funds toward the delivery of the project. Cllr. Dinnie to formulate agenda for visit by WCC Highways on suggested date of 5.5.22 to review 20 mph and related matters. Visit to include danger points in Shipston, working lunch at NCH and discussion of options.

Shoulderway Lane parking – Cllr. Barker will liaise with WCC Highways department. Councillors to see whether parking can be provided for users of the allotments, helping protect the grass banks which are currently damaged by vehicles. Cllr. White also reported on pot holes on Campden Road and Queen's Avenue which had only been given temporary repairs.

Corn Mill Meadows parking – Cllr. Dinnie informed of meeting on 7.6.22 and possible parking issues. Felt that attendees would need to make use of car park at Sports & Social Club.

Attendance at course – Cllr. Madams expressed thanks for this and for Redwax sorting out her Council emails. Parking near Plantation – Cllr. Madams highlighted danger with school children waiting for bus with parents and walking across the road. A WCC Highways issue.

Report from Cllr. Dinnie

Adult Health and Scrutiny Committee –Cllr. Dinnie attended on 16.2.22. Delivered the agreed statement on EBH to the committee, received support from committee members. Committee decided to amend the recommendations of the report to remove the option of moving the community hospitals elsewhere and to replace it with the option to retain or enhance the inpatient bed facility and services provided.

Corn Mill Meadow – Cllr. Dinnie reported on large tree in river currently eroding the bank. Reported to Environment Agency. Tree belongs to Barcheston Manor and has since been removed.

Ditch and Culvert at Oldbutt Road – After visit with Brian Cooper (SAFAG), Cllr. Dinnie arranged meeting with Phil Wragg (SAFAG), Cllr. Tesh, and Lone Star Land to review drainage of reserve site.

Flood Resilience Meeting – Cllrs. Dinnie and Cox had attended meeting to review progress on Shipston Flood Resilience Plan. Main action to update Shipston Town Emergency Plan and confirm readiness of the Blue Light response teams.

Flooding at 44 Olbutt Road – Reported to WLRF and forwarded to WCC Flood Management Team. Attended scene of flooding at 44 Oldbutt Road and arranged meeting with Lone Star. Agreement made with owner for ditch to be dug behind his property on the reserve site to prevent further flooding.

Shipston Health and Well Being Partnership Meeting – Proposed that the agreed statement on EBH be used as the basis for Partnership Policy. To be debated at next meeting.

Gates at Ridgway – Cllr. Dinnie reported on meeting with Cllr.Cox, Frank Wardak and Linfoot Homes regarding this. Drainage of Reserve Site – Cllr. Dinnie informed of meeting on 16.3.22 with Cllr. Tesh and Phil Wragg (SAFAG) regarding this. Visit has been conducted during very heavy rain and surface water run off was much in evidence. Lone Star and Piper Homes to review their plans for the site. *Navigating the EV infrastructure* – Cllr. Dinnie attended webinar event on 3.3.22 for local authorities about EV charging.

Shipston Probus – Cllr. Dinnie attended first meeting of this on 4.3.22 in newly refurbished lounge at Sports & Social Club, the décor of which was much appreciated by Probus members.

SHWP Children and Families Workstream Meeting – Cllr. Dinnie attended meeting on 8.3.22. Commencement of limited Sure Start activities to commence at Badger Valley Children's Centre The Workstream is looking for a new Chair

Old Mill, Barcheston – Cllr. Dinnie made contact with owner to follow up on large tree. Gaps will be filled with black poplar trees. Black poplar trees of interest to Environment Agency to improve biodiversity of Stour corridor. Soup Lunch - Cllr. H. Kelly informed of Soup Lunch being held on 11.4.22 at 12.00 midday at St. Edmund's Church to raise funds for the Ukraine crisis.

Darlingscote Road speed humps – Cllr. Tesh reported on complaints from local residents due to cracks in property from speeding over humps and vibrations. Cllr. Barker to take up with WCC Highways.

Taylor Wimpey Orbit site top soil – Cllr. Tesh informed of concerns due to increasing size and springs on hillside. Now with Health & Safety Executive.

Housing Needs Survey – No update.

Crest Nicholson re. Olbutt Road – Cllr. Tesh to keep STC updated regarding foul drain run which crosses open space and fencing.

Dementia Friendly Session - Cllr. Westwood informed of this taking place on 15.3.22.

Patient Partnership Group – Cllr. Westwood informed of frustration due to planning permission not yet approved for Ellen Badger development.

Civic Service – Cllr. Westwood expressed her thanks for an excellent event with special thanks to Cllr. Cooper, the Clerk and Reverend Sarah Edmonds.

7.2 District Council issues (SDC – Stratford District Council) - District Councillor Harvey already submitted written report to STC members and gave update.

Ellen Badger development - District Cllr. Harvey reported on progress with planning application which it was hoped would be approved in the very near future. Will let STC know as soon as it is approved.

Meeting with SWFT and STC – Awaiting a date from SWFT.

The Gateway Project - This project to a Shakespeare Centre in the area between the Gateway office building and the Windsor Street Car Park has been an SDC ambition for a number of years. Rather than seek to acquire the areas that SDC does not itself already own, the SDC has indicated its support that the West Midlands Combined Authority should do so. This reflects the potential importance of the project not only locally, but also regionally and, indeed, internationally.

Council Tax - The Council decided on 21.2.22 to increase CT for the financial year 2022/23 by £5 for a Band D property to £154.12, an increase of 3.3%. The Garden Waste Scheme subscription has been increased by the rate of inflation by £2 to £42. Residents can pay their subscriptions now and will receive a new bin sticker.

Section 151 Officer - The Section 151 Officer is a statutory position. The post holder is required to be an accountant and heads the finance function. As with all other Heads of Service, this is a joint appointment for both SDC and Warwick councils. The current post holder will retire in mid-April 2022. After a selection process, Richard Burrell, Financial Services Manager at SDC, has been appointed to this post on an interim basis.

Councillor Training - All SDC councillors are required to undertake at least 12 hours' training each municipal year. After 10 months, with rare exception, councillors have completed at least this minimum. Many have considerably exceeded this minimum requirement. One councillor, however, has not undertaken any training so far this year. In the event that a councillor fails to undertake the required training, his/her allowance for a month is forfeited. Help with Council Tax - The Government has 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. This is enough to provide approximately 1,600 householders with a similar amount of £150. Once the terms of how this money is to be distributed, this information will be passed on to STC councillors so that they can encourage eligible residents to apply. Ward Boundaries - The Boundary Commission has issued the outcome of its review. There will be 41 councillors in total in SDC – 37 single member wards, and 2 double member wards. Subject to SDC's merger with Warwick, Shipston will have two wards – Shipston North and Shipston South. Shipston North, however, will no longer include Tredington Parish. It is proposed that a new ward will be created to include the Parishes of Tredington, Ettington and Stretton-on-Fosse. This will be known as Tredington Ward. The Boundary Commission's decision paid no heed at all to the representations sent to them on the merits of Tredington Parish remaining as part of Shipston North, nor of SDC's request that all wards should be single member wards.

If the merger of Stratford and Warwick DC's proceeds, the Boundary Commission will have to repeat the exercise to make recommendations on new ward boundaries for a South Warks District Council.

7.3 County Council issues (WCC – Warwickshire County Council) – County Councillor Barker gave verbal update. *Sewerage, water ingress* – Cllr. Barker reported that a lot of her time had been spent on this.

	WCC Full Council Meeting – Taking place on 15.3.22.			
	Problem with pot hole outside No. 26 New Street – Fixed again. Clerk to monitor situation.			
7.4	SNT (Safer Neighbourhood Team) Hopefully, Shipston SNT Beat Manager, PC Sid Hammond, will attend monthly STC meetings if possible.			
7.5	Shipston Forum – Chris Rowland, Editor.			
7.5	Mr Rowland reported on April edition to include 12 adverts regarding town events. The Little Shipstonians article			
	would give children the opportunity to plant seeds. These would be available for collection from NCH. Cllr. Westwood informed of regular weekly meeting of Shipston Pride in St Edmund's Church.			
7.6	Ellen Badger – Community Hospital Review. Previously discussed.			
7.7	Health and Well Being			
8	No report this month. OPEN FORUM (15 MINUTES DURATION)			
0	No report.			
9	SAFAG WORKING GROUP – No report this month.			
10	PLANNING COMMITTEE – Chair – Cllr. Tesh.			
	All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/			
	Minutes of Planning Committee meeting of 28 th February 2022 noted.			
	Ridgeway/Corn Mill Meadow – location and type of gate, fence and link to Orbit development – Cllr. Tesh informed			
	that waiting to hear regarding access from main road to our land.			
11	GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox.			
	Minutes of meeting of 24 th February 2022 noted.			
	Bench – Cllr. Cox reported on meeting with Cllr. H. Kelly regarding this. Options being considered.			
12	HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie.			
	Minutes of 23 rd February 2022 noted.			
	Town signage – Cllr. Dinnie to investigate date of installation of wooden signs at entrance to town which were part			
	of the Gateway Project.			
13	COMMUNICATIONS WORKING GROUP – Chair Cllr. White.			
	No report this month.			
14	FINANCE WORKING GROUP – Chair Cllr Cooper. Minutes of Meeting of 21st February 2022 noted.			
	<u>Groundworks contract</u>			
	Recommendation that the Council accepts the FWG recommendation to formally put in place a 'waiver' to allow			
	sufficient time to implement a compliant procurement process.			
	Proposal to accept FWG recommendation to formally put in place a 'waiver' to extend current contract with			
	grounds contractor, proposed by Cllr. Cooper and seconded by Cllr. Westwood, 11 for, 1 abstention, motion			
	<u>carried.</u>			
	Queen's Jubilee			
	Cllr. Murphy updated STC on progress to date including Beacon, fireworks, Jubilee flag, possible Lottery funding etc.			
	Recommendation – FWG recommends the use of reserves up to £1,000 to cover other costs and up to £2,000 for			
	fireworks.			
	Proposal to use STC reserves up to £2,000 for fireworks and £1,000 to cover other costs relating to the Queen's			
	Platinum Jubilee, proposed by Cllr. Murphy and seconded by Cllr. Cox, 11 for, 1 abstention, motion carried.			
	Utility Bills – FWG to review utility bills and investigate energy performance statement for NCH.			
15	FINANCIAL MATTERS			
	Invoices for approval – as listed February/March 2022 – as circulated.			
	<i>Wool Fair</i> – Noted that bank charges still being applied. Clerk to close account as soon as possible and pay out monies to charities as provided by Wool Fair Committee.			
	Verbally added by the Clerk:			
	Pink Connect – Invoice No. 382594 – Telephone/broadband - £129.42			
	Water Plus (NCH) – Invoice No. 05932352 - £201.20			
	Redwax – Invoice No. 7157- 365 Office and Sharepoint (24/3/22) - £22.32			
	Approval to accept invoices as listed plus additions listed above, proposed by Cllr. Barker, seconded by Cllr.Cox.			
	11 for – Motion carried unanimously			
	11 Joi - Motion Carried ananimously			

16	STAFFING WORKING GROUP – Chair – Cllr. M Westwood		
	Cllr. Westwood updated STC on progress with SLCC staff job evaluation. Draft report has been sent to Clerk.		
	Staffing Working Group meeting to be held in near future.		
	New Councillors – Will be allocated mentors from existing Councillors.		
	Bun Meeting – Cllr. Cooper will circulate notes from meeting held on 9.2.2022.		
17	YOUTH WORKING GROUP		
	Cllr. Madams expressed her willingness to Chair this group.		
	Proposal to accept nomination of Cllr. Madams as Chair of Youth Working Group, proposed by Cllr. Cooper and		
seconded by Cllr. Booth, 11 for, motion carried unanimously.			
	Cllr. Madams asked Councillors to contact her directly if they were interested in joining the Group. Cllrs. Booth and		
	Barker expressed their willingness to help out.		
18	JUBILEE WORKING PARTY		
	Previously discussed.		
19	DATE OF NEXT GENERAL MEETING – Monday 11 th April 2022		

The meeting closed at 9.00 pm.	
Signed:	Date:
Councillor Ian Cooper (Mayor, Shipston on Stour Town Council)	

(APPENDICES A & B ATTACHED)

APPENDIX A EXPENDITURE APPROVAL LIST – 14TH MARCH 2022

PAYEE	DETAILS	GROSS
		PAYMENT
Redwax	Inv. 7105 - Managed IT support (01/03/22)	£195.00
Redwax	Inv. 7068 - 365 office (24/02/22)	£9.48
Redwax	Inv. 7145 - Sharepoint Online Plan 1 (2 x 24 months) (8/3/22)	£262.66
Busy Biz	Inv. 423 - Forum services (March 2022 edition)	£237.50
Talacom	Inv. 18115 - Forum editorship (March 2022 edition)	£930.00
KMS Litho	Inv. 24089 - Forum printing (March 2022 edition - 4000 copies)	£1,075.00
Lawns to Mow	Inv 113STC - Town contract (February 2022)	£6,942.00
Warks Pension Scheme	Staff pensions (February 2022)	£995.42
HMRC	Staff NI/PAYE (February 2022)	£843.15
Council Staff	Salaries (February 2022)	£2,877.42
Stephi Paull	Inv. 3112 - Payroll services (February 2022)	£14.00
Dor-2-Dor	Shipston Forum delivery - April 2022 (Inv.0049)	£252.00
Andrew Hince	Window Cleaning New Clark House	£20.00
ESPO	6 Plastic dustbins for use by Lawns2Mow	£127.08
Alan Gibson	Inv.5347 - Removing plastic heating pipes and replacing with	£1,410.00
Heating & Plumbing	copper at Cemetery Lodge	
Direct Debits / Card	payments (Contracts in place)	
Lloyds Bank	Inv.362299210 - General Account charges (December 2021 - January 2022)	£17.84
Lloyds Bank	Inv.364669350 - General Account charges (January - February 2022)	£18.19
Lloyds Bank	Inv.361277713 - Wool Fair Account charges (December 2021 - January 2022)	£15.00
Lloyds Bank	Inv.363612415 - Wool Fair Account charges (January - February 2022)	£15.00

E-on Next	Inv.KI-82A8288D-0006 - Electricity at New Clark House - 1.1.22 - 28.2.22	223.88
SSE Gas	Inv.691878909 001 - Gas charges at NCH 1.11.2021 - 19.11.2021 (Quarter 3)	£135.18
SSE Gas	Inv.691878909 0002 - Gas charges at NCH 20.11.2021 -1.3.2022 (Quarter 4)	£795.32
Water Plus	Inv.059000960 - New Street Allotments - 10.11.2021 - 3.3.2022	£185.57
Zoom	Inv. 134046716 - Online meeting subs - February-March 2022 (Card payment)	£14.39
Mid Counties Co-op	Council meeting refreshments (Card payment)	£10.20
Mid Counties Co-op	Council meeting refreshments (Card payment)	£10.20
Majestic Wines	Wine for Mayor's Civic Service on 13.3.2022 (Card payment)	£359.80
For information (alro	eady approved at previous STC meetings)	
Notice Me	2 Notice Boards for allotments Approved at STC Meeting 14.2.2022	£919.90
Ray Luker	Repair work Sensory Garden Approved at STC Meeting of 9.8.2021 (£250.00)	£89.33
Playground Supplies Ltd	Inv.6137 - Replacement seats and chains for swings at Mayo Road, Hawthorn Way and Angela's Meadow Approved at STC Meeting of 12.7.2021 (£50,000)	£2,898.60
Verbally added by the	ne Clerk at the meeting	
Pink Connect	Inv.382594 - Telephone/Broadband - February 2022	£129.42
Water Plus	Inv.05932352 - Water charges New Clark House 1.12.2021 - 9.3.2022	£201.20
Redwax	Inv.7157 - Microsoft 365 Office and Sharepoint Online Plan 1 (24/03/2022)	£22.32

APPENDIX B

SHIPSTON POLICE REPORT – FEBRUARY 2022

The month of February has been a very busy one even bringing with it many different challenges. Two storms hitting the area caused lots of disruption and without local help in particular farmers the Police response and ability to cope with fallen trees and blocked roads would've been tested to the maximum!!! Dominic Clews assisted over both periods turning out during daytime and night providing invaluable support and moving / cutting trees making many roads passable and safe. Management within the Police have been made aware but feel that during this meeting he deserves a special mention for going above and beyond for the community.

We have suffered our first Residential Burglaries in the area and although it doesn't make good reading the outcomes have been positive with both property being returned and community support. Social media was used to great advantage and offered the victims reassurance at a time when they were feeling particularly vulnerable.

RESIDENTIAL BURGLARY

There were two reported residential burglary incidents with one having their car taken from off the drive and the other was disrupted when the homeowner disturbed the intruders who made off taking nothing. Following Social Media posts the stolen vehicle was located a short time after being taken parked up at a location within the town. Forensics were carried out with details being held on a database awaiting a match.

BUSINESS BURGLARY

There were two reports of business burglary reported, Shipston car wash was the first with intruders breaking into the locked unit and then whilst inside removed the safe from off the wall inside. The safe held a small amount of cash and CCTV was distributed via Social Media. Offenders did have facial coverings and to date they have not been identified. The second break in took place at Newbold on Stour Post Office. It would appear that the alarm was turned off prior to it alerting the Police. A cash float was taken with half being recovered two days later on the roadside. There was no CCTV however a Silver Mercedes believed to have been used in both offences has been recovered and has been subject to a forensic examination. The results are being awaited.

VIOLENT CRIME

There have been no reports of violent crime reported within this period.

CRIMINAL DAMAGE

There have been four reported incidents of Criminal Damage. There have been two incidents of graffiti and two minor damage – Under the value of £50.

ROAD TRAFFIC COLLISIONS / ROAD RELATED

There were twenty five incidents recorded which included ten in one night when a number of trees fell down as a result of the stormy weather. There was one serious RTC where upon a male suffered life changing injuries after the vehicle he was in rolled into a ditch.

MENTAL HEALTH / CONCERN

Police were called and dealt with thirty three incidents involving mental health and concern. With the ever increasing demand on Ambulance the waiting times for M/H incidents can be anything up

to 5 hours. Police are acting as a triage / support and with financial issues increasing with ever increasing fuel costs and war it is unlikely this will see any improvement any time soon.

SUSPICIOUS CIRCUMSTANCES

The team received thirteen calls relating to suspicious incidents and all were attended within an hour of the report. Valuable intelligence has been recorded as well as out of Force arrests.

ANTI-SOCIAL BEHAVIOUR

There have been five reports of ASB. Two of the reports have been detailed as taking place at the Sensory Gardens during the early hours. Police have attended within half an hour of the reports and nothing was found.

POACHING

There were two reports regarding Poaching incidents and along with the Rural Crime Team these matters are being looked into.

DOMESTIC INCIDENTS

There were sixteen reports of a Domestic nature. These incidents are and have been referred to our Domestic abuse unit and will be risk assessed.

The teams focus during the coming month will be looking at Property marking as well as crime prevention. There will be ongoing support offered to the Community Speed Watch programme and also evening patrols alongside the Rural Crime Team.

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team