



SHIPSTON-ON-STOUR TOWN COUNCIL

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MINUTES OF 12TH JULY 2021 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD AT THE TOWNSEND HALL AT 7.00 PM

Present: Cllrs: S. Saunders (Deputy Mayor), J. Barker, P. Cowley, P. Cox, J. Dinnie, G. Kelly, V. Murphy, M. Westwood, P. White

Public: 3

Press: 1

WCC & SDC: Cllrs. J. Barker and T. Harvey

Clerk: H. Morgan, D. Neath, E. Gilkes (Locum)

1 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Cllrs. Cooper and Tesh.

2 PRESENTATION TO RETIRING COUNCILLOR IVENS

On behalf of the Council, Cllr. Saunders thanked Mrs Fay Ivens for her exceptional contribution to the town, not just in her capacity as a Mayor and Councillor but with many other organisations, for which Cllr. Saunders had many anecdotes to share. Mrs Ivens was then presented with gifts for which thanks were extended.

3 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST - None

4 TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK - None

5 MINUTES OF THE LAST TOWN COUNCIL MEETING

Cllr. Saunders proposed that the minutes of the Annual General Meeting which took place on 4th May 2021, be accepted as a true and accurate record – seconded by Cllr. Cowley. Motion carried unanimously.

Cllr. Saunders proposed that the minutes of 14th June 2021, be accepted as a true and accurate record – seconded by Cllr. Kelly. Motion carried unanimously.

6 CLERK'S REPORT

Report as circulated.

Attention drawn to play area emergency works, VAT re contractor invoicing and new Town Clerk's induction and training arrangements.

7 REPORTS

7.1 Town Councillors - No reports from Cllrs. Barker, Cowley, Cox, Kelly, White

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

- Cllr. Murphy raised concerns re security/H&S of the Mayo Road and London Road play areas – to be discussed under GPWG.
- Cllr. Westwood reported on an inaugural event of Shipston Pride which has been formed organically via social media and informal meetings. Members wish to have dialogue with the Town Council to raise concerns and move forward.
- Cllr. Dinnie reported that he is following up the issue raised at the last meeting re electric charging points for the town. He had also met with the Headteacher at Shipston High School re current increase

in number of places, projected increase, expansion, increased facilities and the potential for a 6th Form or a Higher Education College.

- Cllr. Saunders reported on an accident on the bridge whereby a pedestrian had been hit by a car. It was felt that a one way priority system was needed. Cllr Barker to take to SDC.

7.2 County Council issues - Cllr. J. Barker

- Flooding – some culverts are not functioning, to be taken up with Highways.
- Youth Club to be rehoused in the Children’s Centre 2 nights a week and to be increased after restrictions eased.
- Cllr. Barker reported that she is now a Mental Health Champion for Warwickshire – help to be provided to children who have struggled with the effects of COVID and Lockdown.

7.3 District Council issues – Cllr. T Harvey

- Cllr. Harvey apologised for an error in the South Warwickshire Local Plan population figures.
- Financial results for 2020 have been reported to Cabinet – the net effect is that there is a shortfall of £2.3 million between revenue and expenditure. Need to draw on reserves, one year finance settlement rather than four.
- Garden Waste Scheme – 45,000 permits granted, huge success.
- SDC and Warwick Council – Had held first face-to-face meeting. Significant differences re housing revenue and CIL money. Changes to the Senior Management Structure i.e. shared Heads of Services, should be complete by August.
- Gateway Project – a plot of land near Arden Street is being looked at by SDC and Shakespeare Birthplace Trust with a view to creating a world Shakespeare Centre. The vision is in its early stages but a grant application for £20 million has been made to the Government. This is being regarded as a once in a lifetime opportunity to put Stratford on the map as ‘the centre’ to study the works of Shakespeare for decades if not centuries to come.
- Builders bag left on the highway in Tredington – took a month from complaint to letter being sent as unclear as to which department this fell to.
- Forum – Cllr. Harvey had delivered Shipston Forum to households in neighbouring villages who fall in to the postcode catchment area (CV36), a good thing to do for mutual benefit purposes. Parish Council approached for volunteer deliverers.

7.4 **SNT (Safer Neighbourhood Team)** - Report received (See Appendix B). Attention drawn to staffing numbers, burglaries, and mental health issues for which the team are not equipped. A mental health ambulance or trained mental health workers to accompany the Police would be the ideal.

7.5 **Shipston Forum** - Mr Rowland advised that August’s issue would be packed with reports and details of events, including a Shipston resident receiving the British Empire Medal. There would be no Little Shipstonians article this month. Cllr. Westwood advised that the Time4Warwickshire Time Bank mentioned in last month’s Forum was a separate one to the Stratford Time Bank.

7.6 **Youth Working Group** – No report this month.

7.7 **Ellen Badger/Health & Wellbeing** – Mr Stoten (League of Friends) advised that they have been involved in discussion and email re the Ellen Badger but are not in the loop re updates of progress or plans as they are not part of the project. They know that there are plans for extra surgeries and offices for the Medical Centre but feel there is a case for keeping the current beds and re-opening the minor injuries unit as well as a hospital. Money has been donated and money left in Wills to improve the inpatient facilities – if this is not going to happen then the money should be returned. Cllr. Saunders advised that STC is a united front behind the project as a whole and looked forward to it coming to fruition. Cllr Dinnie advised that the Community Beds Review had been raised at the recent Planning Committee and would encourage all to complete the survey.

8 **OPEN FORUM (15 MINUTES DURATION)** - No questions raised.

9 **SAFAG** (discussed earlier in the meeting after Agenda Point 6)
Report as circulated.

Update on SAFAG Plans and budget amendments

	<p>Northfield Farm -Complete. £2,200 over budget due to double number of dams and an increase in material costs. Foxcote - £1,000 over due to pond and increased material costs. Righton Betteridge - £1,000 under budget.</p> <p>Recommendation: to approve change to budget Proposal by Cllr. Dinnie, seconded by Cllr. Cowley. Motion carried unanimously.</p> <p>To consider request to include expenditure from SAFAG budget for public ‘open day’ event at the Townsend Hall c£800 Mr Wragg advised that SAFAG were coming to the end of planned major projects and would like to hold an Open Day for the public and a private presentation for STC, Parish Councils, farmers, the Environment Agency, WCC and other stakeholders including refreshments. The work that SAFAG have been undertaking will be shared/promoted. Proposed by Cllr. Dinnie, seconded by Cllr. Cowley. Motion carried unanimously.</p> <p>National Flood and Coastal Excellence Award for Community Partnership Mr Wragg advised that they had been up against some stiff competition against organisations with bigger budgets. Judges had commented on the intrinsic ‘local’ feel. Cllr. Cowley requested that SAFAG were formally congratulated by STC who in return were thanked for their support. SAFAG have a contact in ITV so some potential media interest. There are also videos and pictures of the award on You Tube. Mr Wragg to liaise with Cllr White. Photograph of Mr Wragg and the award taken and Mr Wragg then left the meeting.</p>
10	<p>PLANNING MATTERS – all planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/ <i>Minutes of the Planning Committee Meetings held on Monday 14th and Monday 28th June 2021 noted.</i></p> <p>NEW PLANNING APPLICATIONS</p> <ul style="list-style-type: none"> • 21/01999/FUL – 112 Hanson Avenue – proposed rear extension. No rep. Proposal by Cllr. Dinnie, seconded by Cllr. Kelly. Motion carried unanimously. • 21/01852/FUL – 11 Clark Close – construct two storey and single story rear extension and single storey extension to form additional living accommodation. No rep. Proposal by Cllr. Kelly, seconded by Cllr. Dinnie. Motion carried unanimously. • DISC/00429/21 – Land Adjacent The Ridgeway, London Road – application for discharge of conditions Not on planning system yet – Cllr. Dinnie to visit site and look at the stone. • 21/00977/FUL - - 6 Green Lane – Amendment No rep previously, decision to be made by 28th July 2021, inclusion on Agenda for next Planning meeting on 26th July 2021.
11	<p>GENERAL PURPOSES WORKING GROUP – Chair – Cllr. Cox. Meeting held on Thursday 8th July 2021. Cllr. Cox gave verbal update.</p> <p>Play Areas – to note Inspection Reports and Recommendations for work to be carried out Recommendation: to accept proposal to undertake essential works</p> <p>Clerk to compose a Schedule of Work for high risk items. Height barriers for Mayo Road and London Road are also a priority. Financial regs allow for emergency works of £1000 per item. Council agreed a ceiling of £50,000 initially. Proposal by Cllr. Saunders, seconded by Cllr. Westwood. Motion carried unanimously.</p> <p>Tree works approvals covered by Tree Inspection Report Recommendation: to accept quotations for works quoted - £280 + VAT Proposal by Cllr. Westwood, seconded by Cllr. Barker. Motion carried unanimously.</p> <p>To consider situation re Broken gate – Darlingscote Road Referred to HALP group.</p>
12	<p>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr Cowley. Meeting on Wednesday 30th June not held as revised date was so close to previous meeting</p> <p>Report to Council – Land at Ridgeway (Yellow Land) and revised footpath agreement Owners have agreed separate gates instead of a shared entrance, he will pay the legal costs and if proposal accepted will reconstruct the footpath</p> <p>Recommendation: to accept proposal for variation proposed</p>

	<p><u>Proposal by Cllr. Cowley, seconded by Cllr. Westwood. Motion carried unanimously.</u></p> <p>Road names Recommendation: to agree that names be used from Royal British Legion List <u>Proposal by Cllr. Cowley, seconded by Cllr. White. Motion carried unanimously.</u></p>
13	<p>COMMUNICATIONS WORKING GROUP – Chair - Cllr White – verbal update An agreement was set up with Royal Mail to trial delivery of the Forum – contract signed and payment in full was required before delivery. Their system didn't recognise the remittance and the Contract was cancelled. Cllr. White is not prepared to go down this avenue again to avoid risk to STC and himself. Council were asked for suggestions. An ideal solution would be to employ a company. Co-Op, Library, Post Office and volunteers in the interim. Comms to reconsider and look at options.</p>
14	<p>FINANCE WORKING GROUP – Minutes of 21st and 30th June circulated Recommendation: To accept the Came and Co quote of £12,705.58 and work with brokers to look at means to reduce premium going forward <u>Proposal by Cllr. Dinnie, seconded by Cllr. Westwood, motion carried unanimously.</u></p>
15	<p>FINANCIAL MATTERS <i>Invoices for approval – as listed June/July 2021 – as circulated. (See Appendix A).</i> Verbal additions made by the Clerk for approval as follows: Stephi Paull – Payroll services for May 2021 – Inv. 2801 – £14.00 Stephi Paull – Payroll services for June 2021 – Inv. 2832 – £14.00 Lloyds Bank charges – STC account - £19.29 Lloyds Bank charges – Wool Fair account - £15.00 Lloyds Bank charges – Tourism account - £15.00 Cllr. Westwood questioned as to whether we should be charged bank charges on accounts. Cllr. Murphy advised that STC could get the charges re the Wool Fair back. Tourism bank account to be closed. Locum Clerk advised that Unity Bank is best suited for local councils – less risk. Discrepancy between Sports Club costs for works and insurance pay out – invoices for materials to go directly to STC to allow VAT reclaim which will make up some of the shortfall. <u>Proposal to accept by Cllr. Saunders, seconded by Cllr. Dinnie. Motion carried unanimously.</u></p>
16	<p>STAFFING WORKING GROUP – Cllr Saunders gave verbal update. Formal appointment of Helen Morgan as Town Clerk/RFO and continued Induction Training Programme and support from experienced Clerks/RFOs noted. Cllr. Saunders formally welcomed Helen Morgan to Shipston Town Council and expressed her thanks to Elizabeth Gilkes and Alison Packer for supporting Helen in her role for the foreseeable future.</p>
17	<p>TO CONSIDER ARRANGEMENTS FOR PLATINUM JUBILEE CELEBRATORY BEACON Cllr. Murphy in liaison with Mr Edmonds who has volunteered to lead the Beacon Project in June 2022.</p>
18	<p>DATE OF NEXT GENERAL MEETING – Monday 9th August 2021 Meeting closed at 9.20 pm.</p>

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

(APPENDICES A AND B ATTACHED)

APPENDIX A

EXPENDITURE APPROVAL LIST – JULY 2021 – (MEETING 12TH JULY 2021)

EXPENDITURE APPROVAL LIST - JULY 2021 (Meeting 12th July 2021)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv.6620 - 365 office (24/6/21)	£ 9.48
Redwax	Inv.6650 -Managed IT Support (1/7/21)	£ 195.00
Redwax	Inv.529770 - Domain name renewal STC	£ 16.80
Busy Biz	Forum services (July edition - Inv 344)	£ 237.50
Talacom	Forum editorship (July edition) Inv 17888 01/7/21	£ 930.00
KMS	Forum printing (July edition) Inv 23461	£ 963.00
Lawns to Mow	Town contract (June Inv 105)	£ 6,288.00
Warks Pension Scheme	Staff pensions (June)	£ 553.65
HMRC	Staff NI/PAYE (June)	£ 133.18
Council Staff	Salaries (June)	£ 1,869.92
Zoom	Online meeting subscription June - July 2021 Inv. 92604695	£ 14.39
Konica Minolta	Photocopier services - Inv.1156444757 11/6/21)	£ 123.59
Edge	Finance End of Year Webinar Inv.35020	£ 48.00
Edge	Finance support - End of Year (Inv. 35243 16/6/21)	£ 364.50
Elizabeth Gilkes	Locum Clerk assistance to new Town Clerk	£ 1,087.50
SDC	Annual contribution towards CCTV monitoring (Inv 201786401/7/21)	£ 6,947.00
TOPS Plants	SIB Grant funds - Plants for pots and hanging baskets in Shipston. (Inv 4542 07/6/21)	£ 3,369.00
Crawford Legal Services	Policy claim excess. Claim No: 6486441 (WPS)	£ 250.00
WALC	Understanding : Standing Orders training - Helen Morgan	£ 30.00
walc	Finance training for Councillors - Marianne Westwood	£ 36.00
Seagrave Inspection Services Ltd	Inspection of 6 playground sites	£ 560.57
www.recycledfurniture.co.uk	Wheelchair access picnic table	£ 492.00
Came & Company Local Council Ins	Inv.27121605 - STC Insurance	£ 12,631.58
E-on	Electricity at NCH Inv. H19F7FAFB8	£ 134.19
Townsend Hall	Inv. SI-718 - Room hire for STC and Planning meeting	£ 57.00
Ball Colegrave	SIB Grant funds - Inv.98537044 - Speed planters for town displays	£ 411.60
Alison Packer	Temporary assistance to new Town Clerk	£ 660.00
SLCC	Membership fees for new Clerk	£ 277.00
Thomas Algar	Sports Club insurance claim	£ 47,724.35
SAFAG Working Group invoices		
Batsford Timber	Re: Belle Isle Farm - Inv. MM00042653	£ 69.26
Verbally added by the Clerk at the meeting:		
Stephi Paull	Payroll services (Inv 2801 May 2021)	£ 14.00
Stephi Paull	Payroll services (Inv 2832 June 2021)	£ 14.00
Lloyds Bank	STC Account charges (May-June 2021)	£ 19.29
Lloyds Bank	Wool Fair Account charges (May-June 2021)	£ 15.00
Lloyds Bank	Tourism Account charges (May-June 2021)	£ 15.00

APPENDIX B

Shipston Beat Report – June 2021

The last month has seen the team remain at three members of staff, myself, PCSO Emma Turner and Volunteer Leslie Gee. There has been a bit of movement within the Safer Neighbourhood department and it is hoped that there will be a long term replacement for PCSO Fin Moore who left us over three months ago.

Sgt Dave Ebbs and Inspector Ben Hembry are looking at the options readily available and are trying to offer some support whilst the recruitment / deployment process is completed.

The team are working closely with the Rural Crime Team and bordering forces and the collaboration has recently proven to be a successful combination with an offender living on the Shipston area was located and arrested on suspicion of a burglary dwelling in Gloucester. The teams continually target offenders and disrupt the commission of crime in the area.

The number of COVID reports has dropped dramatically and there have been no fines this month and actual reports have only totalled three.

BURGLARY DWELLING

There have been two reported burglary dwellings throughout the month of June. One involved the theft of a vehicle during the daytime with no signs of forced entry. It is believed that the property was insecure. The vehicle was recovered a short time after the report in the Birmingham area. No offenders with the vehicle.

The second report also showed no signs of forced entry and alcohol was taken.

BURGLARY OTHER

There have been two reports of Burglary other – farm outbuildings. The same location was targeted. Tools were detailed as being taken.

ANTI-SOCIAL BEHAVIOUR

There have been 20 reports of ASB within the Shipston area which range from neighbour disputes to reports of suspect drug use and drinking.

THEFT

There have been seven reports of theft with five of the thefts relating to council wheelie bins being taken.

ROAD TRAFFIC COLLISIONS

There have been 16 reports of collisions within the area one being a fatal single vehicle incident.

MENTAL HEALTH

Police have been in attendance at 31 mental health incidents with many being repeat callers. The SNT are looking into engaging with outside agencies in an attempt to offer important assistance and reduce the demand on Police resources.

DOMESTIC INCIDENTS

There have been 30 reported domestic incidents on the area in which Police have attended and dealt.

In summary it is clear to see that Mental Health still remains an area that the Police are heavily involved in. Domestic incidents are on the rise and the number of COVID reports have dropped dramatically.

The team have assisted in the setting up of two new speed watch groups and the first round of training has been completed. Newbold on Stour as well as Sutton Under Brailes have new groups.

PC 1508 Sid Hammond, Shipston Safer Neighbourhood Team