



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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## **MINUTES OF 10<sup>th</sup> JANUARY 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, P. Cox, J. Dinnie, G. Kelly, S. Madams, V. Murphy

**Via Zoom:** Cllrs. T. Booth, P. Tesh, M. Westwood, P. White

Public: 1 Councillors (via Zoom) : 4 Press: (via Zoom) 1 WCC & SDC: 1 Clerks: H. Morgan and D. Neath (via Zoom)

Cllr. Cooper welcomed everyone to the meeting, including those who had opted to participate via the Zoom platform. However, any Councillors not present in the Council Chambers, would not be eligible to vote in tonight's meeting.

<b>1</b>	<b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b> Cllr. Shickle, District Councillor Harvey and SAFAG.
<b>2</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</b> (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. NB - Clerk to seek clarification from WALC on this.
<b>3</b>	<b>TO NOTE REQUEST FOR DISPENSATIONS RECEIVED BY THE CLERK</b> None received.
<b>4</b>	<b>MINUTES OF THE LAST TOWN COUNCIL MEETING</b> – To confirm minutes of the Meeting which took place on Monday 13 <sup>th</sup> December 2021.  Following amendments: Page 1 – List of those present. Amend number of public present via Zoom from 1 to 4. Page 1 – Welcome - amend 'Omicron' to 'Covid'. Page 1- Item 1 - Apologies – add 'District' to Councillor Harvey. Page 2 – Item 6.1 – Report from Councillor Cox re CCTV – '..... vandalised but ' Cllr. Cox, (not Cooper) informed..' Page 3 – Item 9 – 20 mph scheme – 'written concept' to be amended to 'in principle'.  <b><u>Proposal to accept Minutes of 13<sup>th</sup> December 2021 with the amendments above, as a true and accurate record, proposed by Cllr. Muphy and seconded by Cllr. Cox. 7 for, motion carried unanimously.</u></b>
<b>5</b>	<b>CLERK'S REPORT</b> - Report noted. Request for an extra swing at Hawthorn Way – to be discussed by GPWG. Request for assistance to find rent free premises for Shipston Lions – Cllr. Cooper suggested community space available in Post Office – Clerk to inform Lions. Request for removal of trees causing damage to graves in the Cemetery – Clerk to discuss with Cllr. Cox.
<b>6</b>	<b>REPORTS</b>

6.1	<p><b>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</b></p> <p>Cllrs. White - no report this month.</p> <p>Cllr. Westwood reported on excellent training course on Appraisal she had attended today and informed that the informal Bun Meeting scheduled for 13.1.2022 would be postponed until next month. Cllr. Westwood stated that the sight of the Shipston community pulling together for Micky Cornock’s funeral on 13.12.2021 had been very moving.</p> <p>Cllr. Tesh reported on attendance at Community Hospital Review Community Panel online meeting on 16.12.2021. Presentation notes from the meeting have been circulated to Councillors. Another meeting of STC and SWFT members felt beneficial when notes of meeting received.</p> <p>Cllr. Booth informed that he had contacted Housing Associations with a view to funds being available for projects in Shipston and will follow up in April.</p> <p>Cllr. Cox informed that CCTV coverage at Skate Park had not shown anything of significance with regards to the vandalism of a recently installed new sign which is disappointing.</p> <p>Cllr. Murphy congratulated Shipston shopkeepers on their excellent window decorations for Christmas, also the very attractive cover of the January Forum with photographs of Christmas lights and yarn bombing in Shipston.</p> <p>Cllr. Murphy was also pleased to receive the Mayor’s Christmas card, also depicting the town yarn bombing.</p> <p>Cllr. Murphy to pass information to Mr Rowland for article in Forum regarding blanket collection for charity.</p> <p>Cllr. Madams – will bring up support for young people under item 6.6.</p> <p>Cllr. Barker informed that Lions could use the cottage at the Recycling Centre for the Man Shed and that she would point them in the right direction as to whom to contact.</p> <p>Cllr. Barker will bring the continual parking issues at Tilemans Lane to the attention of the Board of Governors of the Primary School. Cllr. Barker will also investigate with the school the cutting back of hedge alongside school which encroaches on pavement.</p> <p>Cllr. Dinnie will ask Clerk to circulate notes received from Geoff Smith (SAFAG) regarding Warwickshire Wildlife Trust.</p> <p>Cllr Dinnie reported on alarming speeds registered from monitoring data in Shipston..</p> <p>Cllr. Dinnie will deliver leaflets to local schools/library etc received from Act on Energy and will also leave some at NCH.</p> <p>Cllr. Dinnie informed of hedge removed at rear of 29 London Road for access. Clerk to contact Enforcement Officer regarding this and also the use of the Sports &amp; Social Club car park by contractors.</p> <p>Cllr. Kelly informed for Beer Festival organised by Stour Valley Lions and Shipston Rugby Club on 11.6.2022.</p> <p>Cllr. Cooper expressed his thanks to Shipston Town Band for their wonderful performances on Christmas Day and over the Christmas period. Cllr. Murphy will pass on thanks to Town Band.</p>
6.2	<p><b>District Council issues (SDC – Stratford District Council)</b> - No report this month as District Cllr. Harvey absent.</p>
6.3	<p><b>County Council issues (WCC – Warwickshire County Council)</b> – Cllr. Barker reported on Cabinet Meeting held today to discuss budgets. Cllr. Barker expressed reservations on introduction of 20 mph limit on main roads and also speed humps not being the ideal solution.</p>
6.4	<p><b>SNT (Safer Neighbourhood Team)</b></p> <p>Councillors encouraged on news from crime and rural crime team. However, concerned about high number of domestic incidents and mental health issues. This will be followed up by Councillors at Bun Meeting. Mr Rowland to include emergency contact numbers for NSPCC, Childline, MASH etc in the next Forum.</p>
6.5	<p><b>Shipston Forum</b> – Mr Rowland pleased that Shipston community events had been enjoyed at Christmas, although some had been cancelled. The February edition will include a two page special of Little Shipstonians and articles from Shipston Town Band, Shipston Community Christmas, Shipston Proms, Townsend Hall, Shipston Cycling Club and Shipston Rotary. The Clerk will send details regarding the cancellation of the pantomime to Mr Rowland and to Cllr. White for inclusion on social media.</p>
6.6	<p><b>Youth Working Group</b> – Youth Club and Youth Engagement</p> <p>Cllr. Westwood updated STC members on discussions held with Cllr. Madams to consider ways of helping engage and promote young people in the area. Cllr. Madams will forward email to all Councillors requesting feedback on STC objectives for young people, budget involved and potential venues to be used for sports, etc. Applications will be invited for a Youth Champion to support the Youth Working Group and ensure their needs and desires are factored into Council decision making. A Photographer is also sought to capture photos of civic and town events for use on social media and the Council website. Mr Rowland to include details in February 2022 Forum and applications to be made to the Clerk. Cllr. Cooper will forward copies of surveys previously produced by local Youth Workers to Cllrs. Booth, Madams and Westwood.</p>
6.7	<p><b>Ellen Badger</b> – Community Hospital Review.</p>

	As previously raised under Cllr. Tesh's report (item 6.1), STC will formulate a response after notes of meeting held on 16.12.21 received and Cllr. Tesh will liaise with District Councillor Harvey to arrange a further meeting between STC and SWFT. Noted that progress slow due to planning permission awaited.
6.8	<b>Health and Well Being</b> Cllr. Dinnie offered his help linking Cllr. Madams proposed strategy for young people with Children and Young Families.
7	<b>OPEN FORUM (15 MINUTES DURATION)</b> Resident raised situation with regard to electric charging points in town. Discussions underway for up to eight electric vehicle chargers to be installed in Shipston car parks as part of the next tranche of funding.
8	<b>SAFAG WORKING GROUP – To note Year End report</b> Cllr. Cooper thanked Phil Wragg (SAFAG) for the informative 2021 Year End Report.
9	<b>PLANNING COMMITTEE – Chair – Cllr. Tesh gave verbal update.</b> <b>All planning applications can be viewed at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a></b> Minutes of Extraordinary Planning Committee meeting of 13 <sup>th</sup> December 2021 noted.  <b><u>Planning Applications received for comment before next scheduled Planning Committee</u></b>  21/03914/TPO      Former IMI Norgren Site      Felling of trees <b><u>Proposal to object (only if unsatisfactory clarification received that trees being felled will not be replaced), proposed by Cllr. Dinnie and seconded by Cllr. Murphy. 7 for, unanimous - motion carried.</u></b>  21/03920/FUL      14 Furze Hill Road      Proposed rear extension. <b><u>Proposal to No Rep, proposed by Cllr. Dinnie and seconded by Cllr. Kelly. 7 for, unanimous - motion carried.</u></b>  <i>Ridgeway Yellow Land agreement_– The Clerk read out response received from STC Solicitors.</i> <b><u>Proposal for Clerk to proceed with Ridgeway Yellow Land Agreement with solicitors, proposed by Cllr. Barker and seconded by Cllr. Dinnie. 7 for, unanimous - motion carried.</u></b>
10	<b>GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox.</b> Councillors noted the very informative General Purposes Working Group, 2021 Newsletter produced by Cllr. Cox.
11	<b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie.</b> Councillors noted the very detailed HALP report by Cllr. Dinnie.  <b><u>Recommendation for the replacement of the notice board in Bridge Car Park as part of Riverside Project</u></b>  <b><u>Proposal for removal of notice board in Bridge Street Car Park and new notice board installed as part of Riverside Project, proposed by Cllr. Dinnie and seconded by Cllr. Barker. 7 for, unanimous - motion carried.</u></b>  <b><u>Recommendation for permission to go ahead with development of Corn Mill Meadows management plan with Warwickshire Wildlife Trust and apply for Local Nature Reserve status</u></b>  Cllr. Dinnie to ascertain costs involved and bring back for further discussion at STC. Councillors backed the principle of applying for local nature reserve status.  <b><u>Recommendation to approve the alterations to the agreed design of gateway signs</u></b>  <i>Cllr. Dinnie to bring back designs with recommendations before final approval.</i>  <b><u>Recommendation to agree the go ahead for the repairs and redecoration of the windows and doors at Old Clark House</u></b>  Noted that one quote received so far. HALP to source additional quotes and to be discussed again.

12	<p><b>COMMUNICATIONS WORKING GROUP</b> – Chair Cllr. White. Nothing to report this month.</p>
13	<p><b>FINANCE WORKING GROUP</b> – Chair Cllr Cooper. Minutes of Meeting of Monday 20<sup>th</sup> December 2021 noted.</p> <p><u>Recommendation that the Council approves the FWG recommendations with regard to Grants and Wish List requests</u></p> <p><b><u>Proposal to approve the FWG recommendations with regard to Grants and Wish List requests for April 2022-March 2023, proposed by Cllr. Cooper and seconded by Cllr. Madams.. 7 for, unanimous - motion carried.</u></b></p> <p><u>Recommendation that the Council approve the income and expenditure budget for 2022/2023 prepared by the FWG</u></p> <p><b><u>Proposal to approve the income and expenditure budget prepared by the FWG, proposed by Cllr. Cooper and seconded by Cllr. Barker. 7 for, unanimous - motion carried.</u></b></p> <p><u>Recommendation that the Council demands a precept of £276,000 for the 2022/2023 financial year</u></p> <p><b><u>Proposal that the Council demands a precept of £276,000 for the 2022/2023 financial year, proposed by Cllr. Cooper and seconded by Cllr. Dinnie. 7 for, unanimous - motion carried.</u></b></p> <p><u>Councillors Grant Fund – Round 2 (WCC)</u> Invitation for applications should be sometime in the Spring.</p>
14	<p><b>FINANCIAL MATTERS</b> Invoices for approval – as listed December 2021/January 2022 – as circulated.</p> <p><i>Verbally added by the Clerk:</i></p> <p>Lawns2Mow – Inv.111STC- £6,000 MKM Electrical – Inv. 22/6545 Town Christmas trees and lighting - £6420.60 (Clerk to check cost of Christmas 2021 lights)</p> <p><b><u>Approval to accept invoices as listed plus additions above, proposed by Cllr. Cooper, seconded by Cllr. Cox. 7 for – Motion carried unanimously.</u></b></p>
15	<p><b>STAFFING WORKING GROUP</b> – Chair – Cllr. M Westwood Cllr. Westwood will meet with Cllr. Cooper to arrange interview for new Councillor applicant. Clerk reported that SLCC Consultancy team happy to help with staff job evaluations and will start process. Staff appraisals to take place following this process. Cllr. Westwood to arrange a meeting of Staffing Working Group in very near future.</p>
16	<p><b>DATE OF NEXT GENERAL MEETING – Monday 14<sup>th</sup> February 2022</b></p>

The meeting closed at 9.05 pm.

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

Date: .....

(APPENDICES A & B ATTACHED)

## APPENDIX A

EXPENDITURE APPROVAL LIST – 10<sup>TH</sup> JANUARY 2022

EXPENDITURE APPROVAL LIST - JANUARY 2022 (Meeting 10th January 2022)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv. 6980 - Managed IT support (01/01/22)	£195.00
Busy Biz	Inv. 403 - Forum services (January 2022 edition)	£237.50
Talacom	Inv. 18051 - Forum editorship (January 2022 edition)	£930.00
KMS Litho	Inv. 23933 - Forum printing (January 2022 edition - 4000 copies)	£1,075.00
Lloyds Bank	Inv. 356377185 Tourism Account charges (October - November 2021)	15.00
Lloyds Bank	Inv. 357783818 Tourism Account charges (10th - 24th November 2021). Account now closed.	15.00
Warks Pension Scheme	Staff pensions (December 2021)	£995.42
HMRC	Staff NI/PAYE (December 2021)	£843.15
Council Staff	Salaries (December 2021)	£2,877.42
E-on Next	Inv.KI-82A8288D-0003 - Electricity at New Clark House - 1.11.2021 - 30.11.2021	£234.52
Stephi Paull	Inv. 3042 - Payroll services (December 2021)	£14.00
Dor-2-Dor	Shipston Forum delivery - February 2022 (invoice to follow)	£270.00
TreeTech	Inv.1484 - Cut back growth at 37 Greenway Road, Shipston	£556.92
TreeTech	Inv.1485 - Fell dead elm tree and cut away bramble at 19 Furze Hill, Shipston	£185.64
Online Office Products Ltd	2 boxes of A4 photocopying paper for New Clark House	£48.77
<b>For information (already approved at previous STC meetings)</b>		
Thomas Algar	Phase Two - Refurbishment of Male and Female Toilets and Stairs <i>(Approved at STC Meeting 11.10.2021)</i>	£2,967.94
Alderminster Electrics	Inv.45741 - Electrical work in Male and Female Toilets and Stairs <i>(Approved at STC Meeting 11.10.2021)</i>	£2,700.00
Make Design & Print	Inv. LF19391/3 - Supply and printing of Mayor's Christmas Cards 2021 <i>(Approved at STC Meeting 13.12.201 - Mayor's Allowance)</i>	£90.00
<b>SAFAG Working Group invoices</b>		
Townsend Hall	Inv. SI-734 - Hire of hall for SAFAG meeting on 27.7.2021	£18.00
<b>Verbally added by the Clerk at the meeting:</b>		
Lawns2Mow	Inv. 111STC - Town Contract (December 2021)	£6,000.00
MKM Electrical	Inv.22/6545 - Town Christmas trees and lighting	£6,420.60

## **APPENDIX B**

### **SHIPSTON POLICE REPORT – DECEMBER 2021**

The festive season has proved to be a difficult time for the Community of Shipston and surrounding areas with the new COVID variant and rising cases reported with Shipston showing a surge in figures. This led to a number of planned events being cancelled starting with the MOP fair and including the Victorian Market. The town also mourned the loss of popular resident Micky Cornock.

#### **BURGLARY DWELLING.**

There have been no reported burglary dwellings on the Shipston area through the month of December and although figures across the South of the county have remained consistently low the festive time usually sees a spike.

#### **BURGLARY BUSINESS.**

There have been no reported business breaks throughout December.

#### **BURGLARY 'OUTBUILDING'.**

There has been one report of an outbuilding break. This was an attempt and the team have followed up with a visit, crime prevention advice as well as shed alarm provided.

#### **THEFT.**

There have been four thefts reported throughout December, three of them have been wheelie bin thefts!!

#### **CRIMINAL DAMAGE**

There have been six reported incidents of Criminal damage reported, a sign at the skate park has been reported as well as an electric box located at the Sports Club.

#### **MENTAL HEALTH.**

The call for service to assist with matters surrounding Mental Health have continued to draw on resources. There have been twenty seven calls to attend varied mental health incidents. We have continued to use the Triage car staffed by Police and MH nurse to manage some of the calls reducing hospital admissions.

#### **ANTI SOCIAL BEHAVIOUR.**

There have been seventeen incidents reported which have included neighbour disputes. There are no identified hotspot areas and no local issues.

**DOMESTIC INCIDENTS.**

There have been nineteen domestic incidents reported and dealt with throughout December.

**HOAX CALLS**

A new header to be included – the month of December has continued on from November left off. There have been eighteen hoax calls which have centred on a specific address. The calls origin are unknown due to them being reported via Crime Stoppers.

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team