



SHIPSTON ON STOUR TOWN COUNCIL Minutes

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MINUTES OF 10TH OCTOBER 2022 MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD AT NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00 PM

Present: Cllrs: G Kelly (Chair), I Cooper, P Cox, J Dinnie, S Madams, P Tesh, T Booth, J Barker and H Kelly.

Public: 1 **Press:** 1 **WCC & SDC:** 2 **Clerk:** Helen Morgan

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllrs M Westwood and S Beckett.
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
4	MINUTES OF THE LAST COUNCIL MEETING To confirm minutes of the Meeting which took place on Monday 26 th September 2022. <u>Proposal to accept Minutes of 26th September as a true and accurate record, proposed by Cllr J Dinnie and seconded by Cllr Barker. 7 in favour, 2 abstentions (due to not being present at meeting). Motion carried.</u>
5	CLERK'S REPORT - Report as circulated. Clerk reported that a Warm Hub is being set up at the Scout Hut by SHWP and WRCC on a Thursday morning. Posters/advertisement in progress. Cllr Barker advised that plans are also in place for a Warm Hub at St Edmunds.
6	REPORTS
6.1	Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council) Cllr H Kelly reported that the Big Green Week had been very successful and that Cornmill Meadows had proved most popular. Cllr Cooper advised that Shipston Town Band would be holding a joint concert with the Jaguar Land Rover Band at The Townsend Hall on Saturday 22 nd October.

6.2	<p>District Council issues (SDC – Stratford District Council) Cllr Harvey – report as circulated. Cllr Harvey also advised Council that due to the change of boundaries, the number of District Cllrs for South Warwickshire would increase from 36 to 41, the number of wards would increase from 36 to 39 and that the relocation of some polling stations are being looked at.</p>
6.3	<p>County Council issues (WCC – Warwickshire County Council) Cllr Barker advised that she has been involved in many meetings/discussions recently mostly regarding health (Medical Centre GPs and the Ellen Badger), sewerage and water leakage issues (Severn Trent – outcome looking positive) and dog fouling. She has also been liaising with the Warwickshire Association of Local Councils (WALC) regarding these issues.</p>
6.4	<p>Blue Light update - Safer Neighbourhood Team, Fire Station, First Responders. SNT report – to follow. Cllr Booth advised on behalf of Shipston First Responders that there are now 10 First Responders some of whom reside in Long Compton and Brailes. Response time locally is normally 10 minutes – however they have responded to call outs in Stratford and Quinton. A meeting is to held on the 17th October regarding the roll out of bleed kits.</p>
6.5	<p>Ellen Badger – Community Hospital Review. Letter sent as per minutes of the last meeting. Bat review is now complete. Dismantling work is now in progress and the historical parts of the building are being salvaged and kept safe.</p>
	<p>Stour Health and Wellbeing Partnership No update.</p>
7	<p>OPEN FORUM (15 MINUTES DURATION) No matters raised.</p>
8	<p>SAFAG WORKING GROUP Report as circulated. Mr Smith advised that two new schemes will soon commence I Hook Norton and Sutton under Brailes. The focus at the moment is on maintenance of existing schemes for which funding is required. Forthcoming meeting with the Environmental Agency. Request for expenditure of £125 from SAFAG funds for the groups software licence renewal <u>Proposed by Cllr Cooper, seconded by Cllr Barker, motion unanimously.</u> Mr Smith advised that new volunteers need to be recruited – organisations such as the Cotswold Wardens. A school project or a Friends of Cornmill Meadows was suggested. Cllr Barker offered to raise through her contacts/meetings.</p>
9	<p>PLANNING COMMITTEE Minutes as circulated.</p> <p>All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/</p> <p>22/02074/FUL 30 Signal Rd, Shipston on Stour Change of use of land to garden land and erection of a temporary building measuring (L) 4m x (W) 3m x (H) 2.5m to be used for home office purposes. <u>No rep – proposed by Cllr Tesh, seconded by Cllr Booth, motion carried unanimously.</u> Clerk to make a comment on the portal re concerns of the BUAB being compromised.</p> <p>22/02530/LDE The Old Red Lion, 42 Church Street, Shipston on Stour Uninterrupted use of application site as a dwelling within Use Class C3(a) for at least 10 years immediately preceding the submission of the application. <u>No rep – proposed by Cllr Tesh, seconded by Cllr Dinnie, motion carried unanimously.</u></p>
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10	<p>GENERAL PURPOSES WORKING GROUP</p> <p>Verbal update.</p> <p>Cllr Cox reported on on-going issues – play grounds, allotments, fencing and the Chapel. The Chapel still needs to be cleared to enable a survey – options discussed – to be taken to the next working group meeting.</p>
11	<p>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP)</p> <p>Minutes as circulated.</p> <p>Ridgeway, London Road – Cllr Dinnie has provided answers to a number of questions from Ladders solicitors regarding the transfer of the ‘yellow land’ to the Council.</p> <p><u>Recommendation that Council approves the expenditure on seven Gateway/Welcome signs as per the previous report at a cost of £6721.86 in line with Warwickshire County Council Highways estimate.</u></p> <p><i>This is £3721.86 over the budget of £3,000 however the excess could be covered from the budget for tourist signs, which will not be used this year.</i></p> <p>Cllr Barker advised that there are funds available in WCC’s budget. Cllr Dinnie to look into securing a reduced cost. Recommendation to be deferred until funds are in place. <u>Proposed by Cllr G Kelly, seconded by Cllr S Madams, motion carried unanimously,</u></p> <p><u>Recommendation that the Town Maps project proceeds using funds from the existing budget of £5000 for tourist signs, which will not be used this year. Total projected costs are around £300.</u></p> <p><u>Proposed by Cllr G Kelly, seconded by Cllr Barker, approved unanimously, motion carried Unanimously.</u></p> <p><u>Recommendation that Council approves the estimate for treework at the Riverside for a total of £4597 (D Hutsby Forestry), which needs to be carried out in October/November, on the proviso that two alternative estimates will be obtained and accepted if more economically advantageous.</u></p> <p><u>Proposed by Cllr Dinnie, seconded by Cllr Booth, 7 for, 1 abstention, motion carried.</u></p> <p><u>Recommendation that Council accepts the currently available estimates for work on the museum, and allows the Clerk to authorise repairs.</u></p> <p>More quotes are still needed and we need confirmation that existing quotes are still valid given the ever increasing cost of building materials. A ceiling of £5000 was proposed.</p> <p><u>Proposed by Cllr Kelly, seconded by Cllr Dinnie, 7 for, 2 abstentions, motion carried.</u></p> <p><u>Recommendation that Council approves the additional expenditure for surfacing works at Ridgeway/Cornmill Meadows (i.e. grasscrete surface in the vehicular area and plastic grid reinforcement in the pedestrian area) as per Claire Linfoot-McClean’s estimate.</u></p> <p>Cllr Tesh has asked for alternative options to grasscrete/plastic grid to be looked in to by LinfootMcClean. It has been mooted that a crushed stone sub base in the vehicular area would incur nil cost to the Council. Recommendation deferred until we have heard back with revised costs/nil cost confirmation.</p> <p><u>Proposed by Cllr Tesh, seconded by Cllr Madams, motion carried unanimously.</u></p>

12	<p>COMMUNICATIONS WORKING GROUP Verbal update. Excess copies of the Forum to be discussed at the next meeting. It was noted that the recent Severn Trent Water circular had made no mention of improvements made and that they were working hard to resolve on-going issues and that there should be a solution going forward. STC Cllrs have worked hard to bring various agencies together to try and resolve this. Cllr Dinnie offered to put an article together for the Forum.</p>
13	<p>FINANCE WORKING GROUP Minutes as circulated. Cllr Cooper advised that he has started looking at budgets/figures for the draft precept for next year.</p>
14	<p>FINANCIAL MATTERS Invoices for approval as circulated and listed – September/October 2022, <u>Approval to accept invoices as listed for September/October 2022.</u> <u>Proposed by Cllr Cooper, seconded by Cllr G Kelly. Motion carried unanimously.</u></p>
15	<p>STAFFING WORKING GROUP Nothing to report. <u>Recommendation that Council approves the adoption of the Local Government Association Model Councillor Code of Conduct 2020. Proposed by Cllr Cooper, seconded by Cllr G Kelly, motion carried unanimously.</u></p>
16	<p>YOUTH WORKING GROUP Verbal update. Terms of Reference to be drawn up. Cllr Madams enquired about funding for youth activity. Cllr Cooper advised that the Council's role is not to directly provide youth activities but to work with our youth groups and schools and seek feedback as to what is required. Community Grant Scheme open to all community groups. Engagement with Youth Councils was suggested to see if we could appoint a Youth Ambassador.</p>
17	<p>SPORTS CLUB WORKING GROUP Verbal update. Cllr Dinnie reported that the Sports Club have been offered a stairlift for £5000. It could be installed very quickly, has a 2 year warranty/maintenance and comes with a buy back option. Funding has been secured from Probus and WCC but the Sports Club have requested a shortfall donation of £500 from STC as landlords. This was agreed in principle unanimously – to be taken to the next Finance Working Group meeting for a recommendation to be made to Council at the November meeting.</p>
18	<p>DATE OF NEXT MEETING – Monday 14th November 2022.</p>

The meeting closed at 2120 hrs

Signed:
Councillor G Kelly (Deputy Mayor, Shipston on Stour Town Council)

Date:

(APPENDIX A ATTACHED)

EXPENDITURE APPROVAL LIST – OCTOBER 2022 (Meeting 10th October 2022)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv.7761 – Managed IT Support and Microsoft 365 Business Standard and Basic (1/10/2022)	£294.51
Busy Biz	Inv.503 – Forum Services (October 2022 Edition)	£237.50
Talacom	Inv.18294 Forum editorship (October 2022)	£930.00
KMS Litho	Forum Printing (September 2022 edition – 4000 copies invoice to follow)	£1,075.00
Lawns To Mow	Inv.120STC – Town Contract (September 2022)	£6,948.00
Warwickshire Pension Scheme	Staff Pensions (September 2022)	£1,696.47
HMRC	Staff NI/PAYE (September 2022)	£1,306.79
Council Staff	Salaries (September 2022)	£5,002.56
Stephi Paul	Inv.3327 – Payroll Services – September 2022	£21.00
Dor-2-Dor	Delivery of October Forum (invoice to follow)	£252.00
WALC	Inv.22172 – Contracts and Procurement (HM)	£36.00
WALC	Inv.22173 – Playground Inspection Training – Cllr. Cox	£42.00
WALC	Inv.22174 – Allotment Tenancy Agreements and Policies – Cllr. Cox and DN	£72.00
WALC	Inv.22180 – Contracts and Procurement – Cllr. Booth	£36.00
WALC	Inv.22225 – Chairmanship Skills – Cllr. G. Kelly	£36.00
WALC	Inv.22442 – Councillor Fundamentals (Introduction) (JT)	£36.00
WALC	Inv.22256 – Cemetery and Churchyard Management (HM and DN)	£72.00
WALC	Inv.22257 – Cemetery Memorial Safety and Sustainable Memorialisation (HM and DN)	£72.00
WALC	Inv.22313 – CiLCA Introduction Unit 1 (HM)	£54.00
WALC	Inv.22314 – CiLCA Units 2 and 3 (HM)	£54.00
WALC	Inv.22315 – CiLCA Units 3 and 4 (HM)	£54.00
WALC	Inv.22316 – CiLCA Unit 5 and summary (HM)	£54.00
Online Office Products Ltd	Inv.25636 – Black Cartridge for Brother Printer in NCH	£38.44
EFX Ltd.	Inv.86480 10 x New Councillor Neck Medals	£444.00
Konica Minolta	Inv.1162292504-Photocopying Costs at New Clark House 3.6.2022 – 2.9.2022	£17.36
EDGE IT SYSTEMS Ltd	Inv.35681 – Epitaph and AdvantEDGE Online – 5 year contract	£1,645.08
Trevor Gill	Internal Audit Fees for year ending 31.3.2022	£600.00
TreeTech	Inv.2009 – Tree work at Railway Crescent, Shipston	£408.48
Direct Debits/ Card Payments (Contracts in place)		
e-ON Next	Inv.KI-82A8288D-0012 – Electricity at New Clark House – 1.8.2022 – 31.8.2022 (direct debit)	£210.99
Water Plus	Inv.06819078 – New Street allotment water rates 3.8.2022 – 3.9.2022 (direct debit) (amended bill following credit)	£10.07
Water Plus	Inv.06921316 – New Street Allotment water rates 3.9.2022 – 3.10.2022 (direct debit)	£31.50
Water Plus	Inv.06802192 – New Clark House water rates 9.8.2022 – 9.9.2022 (direct debit)	£44.99
Lloyds Bank	Inv.378738300 – General account charges July-August 2022 (direct debit)	£18.46
Zoom	Inv.167456494 – Online meeting subs September – October 2022 (card payment)	£14.39

Pink Connect	Inv.388119 – Telephone/Broadband – August 2022 (card payment)	£134.76
The Cottage Garden	Flower Tribute from STC for HM Queen Elizabeth II (Card payment)	£22.50
SAFAG		
Esri UK	ArcGIS Desktop Advanced Annual Review 2022-2023	£150.00
For information (already approved at previous STC meetings)		
Playforce	Inv.0000024941 – Final invoice for works re. Quotation 133857	£10,667.33