



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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	<b><u>September 10th 2012 Minutes</u></b>	<b>Action</b>
	<p style="text-align: center;"><b><u>Minutes of the General Meeting of Shipston on Stour Town Council held in Clark House, Shipston on Stour at 7.00pm on Monday 10<sup>th</sup> September, 2012</u></b></p> <p><b><u>Those Present:-</u></b> Town Councillors: Cllr F Ivens, Cllr I Cooper, Cllr A Ivens, Cllr A Jelf, Cllr R Munden, Cllr V Murphy, Cllr A Noyce, Cllr P Rathkey(arrived 8.15pm), Cllr M Trapp, Cllr J Warner</p> <p>SDC: Cllr R Cheney, Cllr J Gullis      WCC: Cllr Saint (arrived late)</p> <p>Press: 1 Public: 15</p> <p><b><u>Introduction</u></b> The Town Mayor, Cllr. Mrs Fay Ivens, welcomed Town Council members, the press, and the public to the September meeting of Shipston on Stour Town Council.</p> <p>1    <b><u>Apologies for absence</u></b> – apologies received from Cllrs Vial and Wildish</p> <p>2    Cllr Murphy proposed that these apologies be accepted, seconded Cllr Warner – <b>unanimously agreed</b></p> <p>3    <b><u>Declarations of Interest</u></b> No declarations received</p> <p>4    <b><u>Previous minutes</u></b> Cllr A Ivens proposed that the minutes of the August 13<sup>th</sup> meeting, with one amendment, be accepted as a true and accurate record, seconded Cllr. Cooper – <b>unanimously agreed</b></p> <p>5    <b><u>Anne Sankey Award</u></b> The Town Mayor welcomed Stuart Eastbury, this year's winner of the Anne Sankey award, in presenting the medal, she commended him on all his achievements at such a young age.</p> <p>6    <b><u>Clerk's Report</u></b> In addition to her report, the Clerk noted;</p> <ul style="list-style-type: none"><li>• The successful completion of the new Section 7, question in CiLCA – which enabled STC to meet all criteria necessary to use the new Power of Competence.</li></ul>	

**Town Councillors**

**Cllr. Noyce** – had a quiet month attending only the General Purposes Group meeting.

**Cllr. A. Ivens** – accompanied the Mayor to the Whitnash Civic Service and attended the General Purposes Group meeting.

**Cllr. Jelf** – attended General Purposes Group and Planning meetings.

**Cllr. Warner** – reported;

- That some bolts and pins have worked their way lose on the skate board at the Leisure Centre. The town clerk will arrange for repairs.
- Attended the Planning meeting.

**Cllr. Trapp** – was proud to present a letter of thanks from The Queen to the members of the Shipston Branch of The Royal British Legion and the townspeople of Shipston for their message of loyal greetings, sent on the occasion of their Diamond Jubilee. The Royal British Legion had sent a book of celebration messages written to The Queen recorded at the Diamond Jubilee events.

**Cllr. Cooper** – announced that the French Market will be in the High Street on 21<sup>st</sup> October.

**Cllr. Fay Ivens** – reported on attending various working group meetings throughout the month and had joined residents at Shipston Christians Together 'Holiday at Home' for the Elderly, a three day event held at the Townsend Hall. Everyone present enjoyed the crafts, entertainment and lunches that were provided. The Mayor was delighted to have attended the official re-opening of the Youth Club, made possible by the dedication of the committee and many generous donations received. Finally, the Mayor was pleased to represent Shipston at Whitnash Civic Service.

**District Council**

**SDC – Cllr. Cheney** – reported:

- At a cabinet meeting held in Stratford it was announced that it will now probably be this time next year before the Draft Core Strategy is signed off. Cllr. Cheney is concerned with this delay as planning applications are flooding in from developers. Currently planning applications comply with the National Policy Framework.
- At the Saturday Surgery in the town Cllr. Cheney was asked by Mr Dennis Sutton if a bus shelter could be provided in Mill Street, also requests for a shelter at The Plantation have been made. This has been passed onto General Purposes.
- The rubbish at The Hub is still causing problems; Cllr. Murphy volunteered to look into the matter.
- The painting of double yellow lines in The Driftway to alleviate parking problems is still on the list to be done but due to financial cut backs there are no funds available at the moment.
- The tree at Orchard Close is to be trimmed back.
- The drains on the Stratford Road are due to be cleared but this will require the traffic being stopped.
- Cllr. Warner reminded Cllr. Cheney that the markings on the disabled parking space in the High Street are worn away. Cllr. Cheney will make the traffic wardens aware.

**County Council**

**CC – Cllr. Saint** – gave his report towards the end of the meeting having been detained; however the report has been kept in its usual place for continuity.

Cllr. Saint reported:

- Application forms for the Councillors Development Fund have been launched; Cllr. Saint has £5000.00 to award. This fund replaces the Community Development Fund and in Cllr. Saint's opinion is a much fairer system.
- The annual electric blanket testing is now available. Information on the web-site.
- Hoping the proposed speed limit restrictions on the London Road and Fell Mill will soon be implemented. Cllr. Munden asked when the potholes on the Stratford Road would be repaired. Cllr. Saint has already contacted Jeff Morris at Highways and has been advised that there is a chance of additional resurfacing followed by repainting of the white lines.
- Cllr. Cooper asked if Cllr. Saint would support his idea to replace the bulbs in the street lights with LED bulbs in an effort to reduce costs which could therefore reverse the decision to turn off the street lights at night. Cllr. Saint is happy to support this idea if it can reduce costs and the carbon footprint, however he still believes this will not prevent the lights from being switched off at night. Cllr. Saint is also unsure that our current street lights are adaptable to LED bulbs. Cllr. Cooper replied that he understands that it will need a whole unit to be replaced which could cost £500 per street light. Cllr. Ivens stated that STC had still not received a reply to the letter of objection to the switching off of the street lights.
- Two other issues were reported to Cllr. Saint; the finger point sign to Brailes/Barcheston and the boundary sign on the Brailes Road. Cllr. Saint will look at these and report back.

## Shipston Forum

### **Forum Editor reported:**

As last month the Forum is light on news, the headline for October to be the Anne Sankey Award. Cllr. Munden was concerned that despite stating that letters to the editor should be no more than 150 words a letter in the September issue was well in excess of this. The editor explained that indeed the maximum is usually 150 words however due to lack of letters submitted the letter in question was not edited.

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### Open Forum for Parishioners

Peter Smith – raised the following issues:

- Concerned about the length of a reader letter in the Forum of 420 words, when they should be limited to 150 words.
- Broken drain in West Street – first reported to Highways 6 months ago – *TC to action*
- Why there is yellow paint on areas of Sheep Street – *Cllr Cheney responded that this is to mark areas for remedial work.*
- Requested that bollards be placed on the path in West Street adjacent to the rear entrance to Co-op – *TC to write to Co-op to request lorries stop parking on the paths.*

Alexandra Adams – concerned that street lights due to be turned off at midnight.

It was noted that a letter of complaint about these changes had been sent to WCC, Cllr Vial noted that the times were available on the website; Cllr Cooper stated that some councils were using LED bulbs to save cost, this should be considered by WCC as a suitable alternative.

Cllr. Wildish suggested that they could be sponsored by local businesses.

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### Planning Matters

- **NEW PLANNING APPLICATIONS** – discussed at Planning Working Group meeting  
*The first 4 applications discussed by the Planning Working Group actioned using standing order: Section 3b(xv)*  
12/01663/FUL – 11 Parsons Close – 1<sup>st</sup> floor and 2 storey rear extension  
Recommendation: No representation – proposed PV, seconded VM – unanimously agreed  
12/01296/FUL – 1 Banister Way – change of use of existing domestic shed to hairdresser  
Recommendation: No representation – proposed AJ, seconded JW – unanimously agreed  
12/01796/FUL – Little Granville, Church Street – proposed replacement garage  
Recommendation: No representation – proposed VM, seconded MT – unanimously agreed  
12/01829/FUL – London House, 17 High Street – change of use B1 offices to C3 residential  
Recommendation: Object, grounds: The town plan rejects loss of business / employment in the town – proposed PR, seconded PV – vote – 8 for, 1 against, 1 abstention
- **ADDITIONAL NEW PLANNING APPLICATIONS (to be considered 17<sup>th</sup> September 2012)**  
12/01954/TREE – Street record – Orchard Close – pollard acacia tree – response date 12/Sep  
12/01976/FUL – 24 Hay Meadow – single storey front extension to existing garage – 24/Sep  
12/01896/FUL – 8 Torigni Avenue – proposed erection of conservatory to rear – 25/Sep  
12/01905/FUL & 12/01906/LBC – 38 Sheep Street – partial demolition of a curtilage listed domestic ancillary outbuilding and construction of two-storey element in order to create a one room dwelling – response date 25/Sep  
12/02016/FUL – 10 Pound Close – single storey front extension – response date 26/Sep
- **PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL**  
12/00793/OUT – Land west of Hornsby Close – erection of 22 dwellings - Refusal  
12/01577/FUL – The Rosebird Centre, Shipston Road, Stratford-upon-Avon – provision of covered storage area within Waitrose service yard – Permission with conditions
- **PLANNING APPLICATIONS REFERRED TO PLANNING INSPECTORATE**  
11/01595/FUL – 1 Mill Street – erection of carport, pool house, conservatory and raise roof etc.  
Further written representations can be sent from STC – response date 1<sup>st</sup> October, 2012

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### Neighbourhood Plan

Stephen Miles gave an update on the Neighbourhood Planning process.

- STC to organise launch event in October – *actioned - meeting on 24Oct2012 at Townsend Hall*
- Funding is available from central government – SM will pursue this via MP Zahawi
- Focus for the NP will be Shipston, but important to consider the wider Stour Valley area, it is possible to make use of the network & body of information collated by the Stour Vision Group.
- The membership of the steering group is under discussion, yet to be finalised.
- STC must understand the importance of the NP and the extent of work involved, the work must be independent and fair, this is essential to fulfil the needs of the independent examiner
- It will take approximately nine months to prepare a draft NP, the recently announced delay in the adoption of the Draft Core Strategy will allow the Shipston NP to inform the final Core Strategy document.

11	<p><b><u>Community Governance Review</u></b>  Cllr Rathkey explained the reasons for the review, having examined the documents from SDC in detail he recommended that there was no need to make changes to the existing constitution of STC, following discussion he proposed that no change be made to existing governance of 13 councillors and remain “unwarded”, seconded Cllr Ivens – <b>unanimously agreed</b>  A vote of thanks was recorded to Cllr. Rathkey for the work involved in the review</p>	
12	<p><b><u>General Purposes Working Group</u></b>  Cllr Noyce gave a verbal report noting issues raised at the last meeting:</p> <ul style="list-style-type: none"> <li>• looking at a request for a dog bin at the Brickall</li> <li>• continuing to actively work with Highways and the town's contractors to ensure that overgrown hedges were being dealt with</li> </ul>	
13	<p><b><u>Communications Working Group</u></b></p> <ul style="list-style-type: none"> <li>• The group have organised for a demonstration hearing loop system, in place for this evening's meeting – it has been provided by a local business at an extremely competitive cost. Subject to the demonstration, the group hopes to place an order.</li> <li>• Cllr Cooper is working on the Community Engagement Policy</li> <li>• Discussion has been ongoing on how to persuade local groups and organisations to use the diary page on the website.</li> <li>• The advert for tenders for the management of the website and editorship of the Forum will be placed in the October Forum.</li> </ul>	
14	<p><b><u>Finance Working Group</u></b>  Cllr. Cooper went through the FWG Reported:</p> <ul style="list-style-type: none"> <li>• noted that he was awaiting a response from the internal auditor on some matters raised in her report, he will report further at the next meeting..</li> <li>• FWG recommended that they should approve financial aspects of new contracts prior to issuance, Cllr Rathkey considered that this goes against the principles of the working group system, following further discussion Cllr Cooper proposed that FWG should approve financial aspects of new contracts prior to issuance, seconded Cllr Trapp – <b>vote – 4 for, 4 against, 2 abstentions – motion fails</b> The Town Mayor proposed that the Chair of FWG join the Contracts Group (made up of GPWG and Chair of Staffing) seconded Cllr Jelf – <b>vote – 9 for, 1 abstention – motion carried</b></li> <li>• The accounts codes have been altered, this should deliver more streamlined reports</li> <li>• Electronic banking – to be further reviewed</li> <li>• Precept timetable will be set at next FWG meeting – heads of working groups should take responsibility for monitoring their expense lines in the monthly accounts. Cllr. Cooper proposed that the above principles of budget responsibility by working groups be adopted by STC, seconded Cllr. Murphy – <b>unanimously agreed</b></li> <li>• It was noted that the Grant Application advert would be placed in the October Forum</li> </ul>	
15	<p><b><u>Financial Matters</u></b>  Cllr A Ivens proposed that all invoices be paid, seconded Cllr. Jelf – <b>unanimously agreed</b></p>	
16	<p><b><u>Correspondence</u></b>  No matters raised</p> <p>The Town Mayor proposed that standing orders be suspended to allow item 17 to be discussed without the presence of the press and public due to the confidential nature of the business, seconded Cllr. A Ivens – <b>unanimously agreed</b></p>	
17	<p><b><u>Co-option of Councillors</u></b>  Following interviews with two candidates, cllrs discussed the applications, a secret vote was held on the co-option of each candidate – <b>vote – (not recorded here) – one candidate co-opted, one candidate not co-opted.</b></p>	

**Finale**

The Town Mayor noted that the next meeting will be held on Monday 8<sup>th</sup> October, 2012 in New Clark House commencing at 7.00pm.

The Town Mayor thanked fellow councillors, members of the press and public for their attendance and closed the meeting at 10.10 pm.

Signed.....

Date.....

Councillor Mrs F Ivens  
Town Mayor  
Shipston on Stour Town Council