



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

Council Offices: New Clark House, West Street, Shipston-on-Stour, Warks CV36 4HD
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MINUTES OF 11TH OCTOBER 2021 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON-ON-STOUR AT 7.00 PM

Present: Cllr: I. Cooper (Chair), P. Cox, J. Dinnie, G. Kelly, V. Murphy, T. Shickle, M. Westwood, P. White

Public: 11

Press: 1

WCC & SDC: Cllr. T. Harvey

Clerks: H. Morgan and D. Neath

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllrs. Barker and Tesh
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 REQUEST FOR DISPENSATIONS 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 13th September 2021. <u>Proposal to accept Minutes of 13th September 2021 as a true and accurate record, proposed by Cllr. Shickle and seconded by Cllr. Westwood. Motion carried with 2 abstentions.</u>
5	CLERK'S REPORT - Report noted. 1. To consider nominations of trustees to Shipston Education Charity. <u>Proposal to accept nominations of James Little and Richard Taylor for re-appointment as Trustees of Shipston on Stour Charities for a 4 year period with effect from 11th March 2021, proposed by Cllr. Cooper and seconded by Cllr. Murphy. Motion carried unanimously.</u> 2. To consider proposals regarding changes to boundaries. Discussion took place and agreed to pass to Planning Committee for further discussion. Clerk to ensure all councillors have sight of document to put forward their thoughts and responses before deadline of 8.11.21. 3. To consider extending deadline of grant application to 30 th November to allow for an advert to be placed in the next edition of The Forum. Deadline had been missed for October Forum and Councillors agreed to extend deadline to include in November Forum. <u>Hiring of Chambers</u> – Discussion took place and issues with regard to cleaning, security, restriction on numbers and review of charges highlighted. To be considered further by Staffing Working Group.

6	REPORTS
6.1	<p>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</p> <p>Cllrs. Cooper, Cox, Kelly and White – no reports.</p> <p>Cllr. Murphy expressed thanks for the article regarding the Wool Fair in the October Forum. Also expressed her thanks to all the knitters in the community who continue to make shawls for the Fistula Hospital in Ethiopia.</p> <p>Cllr. Dinnie reported on attendance at recent WALC course on ‘Future of High Streets and Town Centres’ and attendance at Climate Change and Environment Improvement meetings and will be attending upcoming WALC Annual Conference with Cllr. Cooper.</p> <p>Cllr. Shickle reported on attendance at Stour Valley Climate and Environmental Action Group and discussions regarding possible implementation of 20 mile per hour limit, following on from last month’s meeting. Will update further at next STC meeting.</p> <p>Cllr. Westwood was pleased to announce that regular meetings of Shipston Pride were now taking place in St Edmund’s Church with an age range from 15 to 54 years. Thanks expressed for all support received.</p>
6.2	County Council issues (WCC – Warwickshire County Council) – No report this month as Cllr. Jo Barker absent.
6.3	<p>District Council issues (SDC – Stratford District Council) - Cllr. Trevor Harvey</p> <p><u>Ellen Badger</u> – Planning application pending due to legal agreement being sought on biodiversity offsetting.</p> <p><u>Solar Farm</u> (147 acres) at Crimscode – Consultation taking place regarding this.</p> <p><u>Waste collection service</u> – SDC and Warwick DC jointly agreed to award contract to Biffa to commence in 2022, bins will be collected on 1-2-3 pattern.</p> <p><u>Amalgamation of SDC/WDC</u> – Cabinet meeting being held on 18.10.2021 to discuss further.</p> <p><u>Tesco</u> – Cllr. Harvey reported on attendance at recent planning application meeting. Decision known on 13.10.2021. Anticipated opening date is February 2022.</p>
6.4	<p>SNT (Safer Neighbourhood Team)</p> <p>Councillors noted report but expressed concern at number of mental health incidents and reports of anti-social behaviour in Shipston.</p>
6.5	<p>Shipston Forum – Mr Rowland informed of positive response received from public following delivery of Forum to households. A lot of information provided for November issue and ‘What’s On’ Diary will be returning. The deadline for last entries before publication has been revised to the second Monday of the month to coincide with STC meetings.</p>
6.6	<p>Youth Working Group – No report this month but Cllr. Westwood informed that hoped to form group in November.</p>
6.7	<p>Ellen Badger/Health & Wellbeing – Clerk to circulate timeline of developments detailing bed review results not being available until July 2022. Cllr. Harvey will contact SWFT to remind them of setting date to meet with STC members as soon as possible.</p>
7	<p>OPEN FORUM (15 MINUTES DURATION)</p> <p><i>Shipston Charities</i> – Reported that only 9 applicants received this year. Summary will be sent to Mr Rowland for inclusion in Forum.</p> <p><i>Dementia Café</i> – Resident informed of offer by Shipston Lodge to host this, starting on 16.11.2021. STC unanimously gave their support to this new venture. Lead organiser to be invited to November STC meeting and details to appear in November Forum. Request also made for anyone with medical or nursing background to help with group and noted that Doctor Ward at Shipston Medical Centre taken over as lead with regard to Dementia in Shipston area.</p> <p><i>St Edmund’s Church</i> – A resident informed of developments with regard to proposed wild flower meadow in churchyard and request for STC support. Resident will forward a copy of request for circulation to STC members and further consideration will be given by the HALP Working Group. Noted that three bike racks will be installed at the church before Christmas, funded by the WCC Green Shoots Community Climate Change group.</p> <p><i>Prospective Councillors</i> – Three Shipston residents introduced themselves as prospective STC members. Cllr. Cooper asked them to contact STC if they had any further questions and STC will make contact with them individually before the next STC meeting.</p>
8	<p>SAFAG WORKING GROUP</p> <p>SAFAG members Phil Wragg and Geoff Smith, updated on the following three changes to NFM Plan 2021:</p> <ul style="list-style-type: none"> - Cherington Mill - budget of £6,000 reclaimable from the WEIF Fund. - Home Farm, Sutton-under-Brailes - budget of £3,000. - Software Licence renewal – cost of £119.

	<p>Total forecast net spend for the year is now £54,038 instead of £58,395.</p> <p>Cllr. Cooper informed that it had been confirmed that STC's insurance policy covers SAFAG's activities. Risk assessment to be available for adoption at next STC meeting.</p> <p><u>Proposal to amend budget from £54,038 to £58,395 proposed by Cllr. Cooper, seconded by Cllr. Dinnie. Motion carried unanimously.</u></p>
9	<p>PLANNING COMMITTEE – Chair – Cllr. Tesh – absent. All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/</p> <p>Housing Needs Survey – Cllr. Dinnie informed that this was now complete. The Clerk will ensure all STC members have received copy of Executive Summary. A discussion on the definition of 'affordable housing' took place as the survey highlighted the need for this.</p> <p>Angela's Meadow/Chapel View S106 agreement – Orbit agreed to provide open space for Chapel View development to link with that in Angela's Meadow. Noted that two pieces of play equipment have been erected in the wrong place in Angela's Meadow and list of requirements to be followed up by the Clerk. Clerk to ask Cllr. Barker for support in making sure agreed requirements are met including installation of two bus shelters.</p>
10	<p>GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox gave verbal update. Queen's Avenue – Main large wooden play apparatus has been disposed of. Awaiting a further quote. Mayo Road – Resurfacing carried out at Mayo Road and Wet Pour areas have been repaired at Hawthorn Avenue, Angela's Meadow and Signal Road. Sports & Social Club – Due to high cost of tea cup equipment, sunflower to replace spinner. Height barrier to be installed within two weeks. Tree planting – TreeTech to be contacted regarding replacement trees on Railway Crescent/Signal Road green area. Advice also to be sought regarding trees along Cornmill Meadow. Cllr. Shickle offered help with this.</p> <p>Clerk to calculate budget spend so far and if necessary, recommendation to be made from Finance Working Group for additional funding for playgrounds as noted that a lot of work still to do following playground inspection reports.</p>
11	<p>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie. The following issues were discussed:</p>
11.1	<p>Status of HALP Working Group – STC agreed no change to status at present.</p>
11.2	<p>Chair of HALP Working Group – <u>Proposal that Cllr. Dinnie be accepted as Chair of HALP, proposed by Cllr. Cooper and seconded by Cllr. Cox. Motion carried unanimously.</u></p>
11.3	<p>HALP Minutes of 29th September 2021 – Noted.</p>
11.4	<p>Riverside – Agreed that SDC, as leaseholders, be approached – for clarification as to whether or not they would permit STC to deliver improvement works without a lease. If agreed, HALP to bring forward recommendations to STC and funding implications considered.</p>
11.5	
11.6	
11.7	<p>Town signs – Cllr. Dinnie showed designs for proposed new gateway signage and brown signs to STC members. Approved in principle subject to costs being agreed. Cllr. Shickle to liaise with Cllr. Dinnie. Further recommendations awaited from HALP.</p>
11.8	<p>Heads of Terms for the Museum lease – Councillors felt more detail and clarification needed before approval. Cllr. Dinnie to arrange meeting with Bekky Hillman from Museum to discuss further.</p>
12	<p>COMMUNICATIONS WORKING GROUP – Chair Cllr White gave verbal update. Forum delivery – Cllr. White informed that now successful delivery to households established, time will be spent on updating the STC website and Cllr. White will be approaching individual STC members for relevant information to add to their Councillor profiles. Cllr. Westwood expressed an interest in joining this group.</p>
13	<p>FINANCE WORKING GROUP – Chair Cllr Cooper. Minutes of Meeting of Monday 20th September 2021 noted. Sports & Social Club – Cllr. Cooper updated on successful completion of refurbishment work. However, now highlights the need for the toilets, bar area and stairs to be refurbished. The Sports & Social Club will take responsibility for refurbishing bar area.</p> <p><i>Recommendation for STC to ask contractors at Sports and Social Club to renovate toilets and stairs.</i> <u>Proposal by Cllr. Cooper, seconded by Cllr. Murphy. Motion carried unanimously.</u></p>

14	<p>FINANCIAL MATTERS Invoices for approval – as listed September/October 2021 – as circulated. Verbally added by the Clerk:</p> <p>Andrew Hince (Window Cleaner) £20.00, Play-Ground Supplies Ltd £2,854.80 <u>Approval proposed by Cllr. Cooper, seconded by Cllr. Murphy. Motion carried unanimously.</u></p>
15	<p>STAFFING – Chair – Cllr. M Westwood. Cllr. Cooper proposed to suspend Standing Orders so that the rest of the business could be conducted in confidential session.</p> <p><u>Proposed by Cllr. Cooper, seconded by Cllr. Kelly. Motion carried unanimously.</u></p> <p>Cllr. Westwood gave an update – due to the confidentiality of this discussion notes will be kept separately.</p>
16	<p>DATE OF NEXT GENERAL MEETING – Monday 8th November 2021</p>

Meeting closed at 9.00 pm.

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

Date:

(APPENDICES A & B ATTACHED)

APPENDIX A

EXPENDITURE APPROVAL LIST – 11TH OCTOBER 2021

EXPENDITURE APPROVAL LIST - OCTOBER 2021 (Meeting 11th October 2021)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv. 6816 - Managed IT support (01/10/21)	£195.00
Redwax	Inv. 6789 - 365 office (24/09/21)	£9.48
Busy Biz	Inv. 372 - Forum services (October 2021 edition)	£237.50
Talacom	Inv. 17965 - Forum editorship (October 2021 edition)	£930.00
KMS Litho	Inv. 23682 - Forum printing (October edition - 4000 copies)	£1,075.00
Lawns to Mow	Inv 108STC - Town contract (September 2021)	£6,288.00
Lloyds Bank	Inv. 350384483 General Account charges (July-August 2021)	£19.21
Lloyds Bank	Inv. 349135120 Tourism Account charges (July-August 2021)	15.00
Lloyds Bank	Inv. 349002106 Wool Fair Account charges (July-August 2021)	15.00
Warks Pension Scheme	Staff pensions (September 2021)	£995.42
HMRC	Staff NI/PAYE (September 2021)	£843.15
Council Staff	Salaries (September 2021)	£2,877.42
Stephi Paull	Inv. 2937 - Payroll services (September 2021)	£14.00
WaterPlus	Inv. 05368129 - Water rates for New Clark House 1.6.21 -22.9.2021	£133.34
Zoom	Inv. 108463693 - Online meeting subs - Sept-Oct 2021	£14.39
Townsend Hall	Inv. SI-748 - Room Hire for STC meeting 9.8.2021	£38.00
WALC	Inv. 21670 - Annual Conference fees for Clerk	£12.00
Edge IT Systems Ltd	Inv.35504 - 3 sessions of Edge Finance training for Clerk	£266.40
Arc4	Inv 2455 - Housing Needs Survey	£720.00
Konica Minolta	Inv. 1157631347 - Photocopier charges 3.6.2021 - 2.9.2021	£60.80
Online Office	Inv. 18480 - Purchase of new printer/photocopier for NCH	£1,300.93
Trevor Gill	Internal audit work for STC 2020-2021 - review of docs, preparation of reports etc	£460.00
Dor-2-Dor	Shipston Forum delivery - November 2021 (Invoice to follow)	£270.00
John Lyne Hardware	New lever handle for internal door at NCH (Invoice to follow)	£5.83
PKF Littlejohn	Additional charges re. external audit year end March 2021.	£720.00
For information (already approved at previous STC meetings)		
Playground Supplies Ltd	Inv. 6079 - Removal of old surfacing and supply and install new equipment at playgrounds <i>Approved at STC Meeting of 12.7.2021 (£50,000)</i>	£30,375.00
Ray Luker	Plants and supplies for Sensory Garden, Mayo Road <i>Approved at STC Meeting of 9.8.2021 (£250.00)</i>	£93.85
Glassfibre Flagpoles Ltd	Purchase and installation of new flagpole at Nch (Invoice to follow) <i>Approved at STC Meeting of 8.2.2021</i>	£948.66
SAFAG Working Group invoices		
Stephen Hopkins	Inv. 0438539 - Work at Known Hill Wood, Sibford Ferris	£800.00
Esri Uk	Inv. UK-SIN027908 - Renewal annual licence ArcGIS software re. database & mapping	£142.80
Verbally added by the Clerk at the meeting:		
Andrew Hince	Window Cleaning at New Clark House	£20.00
Play-Ground Supplies Ltd	Inv. 6085 - Removal of old play equipment at Queen's Avenue <i>Approved at STC Meeting of 12.7.2021 (£50,000)</i>	£2,854.80

APPENDIX B

SHIPSTON POLICE REPORT SEPTEMBER 2021

The month of September has been a very busy one with reasonable weather, the end of many of the COVID restrictions and still one PCSO short!!! Good news on the horizon is that we are due to have a new PCSO start in November who will be a permanent fixture. The new addition will be seen in the main with Emma whilst he completes his training. With the dark night's drawing in the team will be looking to target patrols for the villages and towns and getting out and about.

BURGLARY DWELLING

There have been no reported burglary dwellings on the Shipston area through the month of September and although figures across the South of the county are low we are remaining vigilant carrying out work with cross border forces gathering intelligence as well as increased patrols when time allows. We were expecting a rise in the summer months but as the previous reports will show this was not the case.

BURGLARY BUSINESS

There have been two reported business burglaries on the area with two works vans being taken in one and tools taken in the second. The break ins are not linked by geography and occurred at either end of the month. The burglary involving the theft of the vas was the latter of the two and are still outstanding.

BURGLARY 'OUTBUILDING'

There have been no reported outbuilding thefts reported to Police which is very encouraging as historically August and September are months which can experience a spike in thefts which can also be attributed to the increase in car boot sales.

THEFT

There have been three reported thefts on the area with wheelie bins featuring once more!!

CRIMINAL DAMAGE

There has been one reported case of damage which was a low level damage.

COVID

Across the Shipston area there has been one call which has made reference to a COVID breach. This was attended and checked and out and found to be in order – call with good intent.

MENTAL HEALTH

Once again the call to attend cases of mental health incidents is very high. The after effects of the COVID pandemic is one of the causes as well as those requiring intervention may have missed out on vital care. Ambulance are now over run and their attendance times compromised and this in turn has led to Police almost being a triage service and also a transportation service when attendance times for patients reach 2-3 hours. Police have attended in excess of thirty five Mental Health / Concern related incidents.

ANTI SOCIAL BEHAVIOUR

There have been twenty five reports of ASB ranging from vehicles speeding through the town and villages as well as youths reported hanging out in areas that cause issue.

There have been reports of mini motorbikes being ridden along the clearway next to the rugby pitch and onto Mayo Road. The Sensory Garden has also featured with groups of youths being described as hanging around and being noisy.

There have also been thirty two road traffic collisions reported on the area and fifteen domestic incidents which officers will have attended. Unfortunately there have been two fatal collisions throughout the month.

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team