



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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## **MINUTES OF 13<sup>TH</sup> DECEMBER 2021 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), A. Booth, J. Dinnie, G. Kelly, S. Madams, T. Shickle. P. White

**Via Zoom:** Cllrs. P. Cox, V. Murphy, P. Tesh, M. Westwood

Public: 1 (present) and 4 Councillors (via Zoom)      Press: (via Zoom) 1      WCC & SDC: 0      Clerks: H. Morgan and D. Neath

The meeting began with a minute's silence to show respect for Micky Cornock who had recently passed away. He was a resident of Shipston and a popular and respected member of the Shipston community, being Caretaker of Shipston Primary School for 20 years.

Cllr. Cooper welcomed everyone to the meeting, including those who had opted to participate via the Zoom platform due to the rapid rise in the number of Omicron cases. 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> Cllrs. Barker and Harvey.
<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.
<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 8 <sup>th</sup> November 2021.  <b><u>Proposal to accept Minutes of 8<sup>th</sup> November 2021 as a true and accurate record, proposed by Cllr. Kelly and seconded by Cllr. Cooper. 6 for, 1 abstention - motion carried.</u></b>
<b>5</b>	<b>CLERK'S REPORT</b> - Report noted. <i>Grant applications received</i> A recommendation will be put forward by the Finance Working Group at the next STC meeting on 10.1.2022.  <i>Request from Shipston Lions to re-visit/discuss the concept of a 'Man Shed' and another Sensory Garden at the Little Rec.</i> Agreed that the GPWG will liaise directly with Shipston Lions and bring back to full Council members for further consideration.  <i>Consider letter from a resident to Council regarding the Youth Club.</i> To be discussed later in meeting under item 6.6, 'Youth Working Group'.  <i>Consider 'Nice Bites' trading application.</i> As thought to have licensing implications, Planning Committee to discuss at next meeting.

<b>6</b>	<b>REPORTS</b>
<b>6.1</b>	<p><b>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</b></p> <p>Cllr. Dinnie reported on attendance at SCAN Meeting and Climate Action Group meeting where he had been impressed with all the wildlife work being done in churchyard and surrounding villages. Also attended NALC Conference which had been disappointing.</p> <p>Cllr. Kelly – no report.</p> <p>Cllr. Madams asked if any memorials such as a bench were being considered by STC in respect of Micky Cornock. An article had been published in the Stratford Herald, tributes made the Primary School and the flag at New Clark House will be lowered on the day of his funeral. Any suggestions as to how Micky could be remembered further to be sent to the Clerk.</p> <p>Cllr. Booth reported problems logging on to the ‘20s Plenty for Warwickshire’ Zoom presentation being held on 11.1.2022 and 12.1.2022, details of which were recently circulated by the Clerk. Cllr. Booth advised to register in own name.</p> <p>Cllr. Shickle updated on discussions with WCC Highways regarding parking problems and markings at Tilemans Lane. Will liaise with Cllr. Barker. Also complimented Shipston on how festive it was looking now Christmas trees and lights were on.</p> <p>Cllr. White informed that the January 2022 Forum would be available for proof reading at the end of this week to enable delivery from 1.1.2022.</p> <p>Cllr. Booth suggested an article on the latest Covid variant, Omicron, be included in the January Forum. It was agreed that a generic rather than specific article be included. Cllr. White added that he will keep social media updated with any updates.</p> <p>Cllr. Westwood reinforced remarks on Christmas lights and also highlighted the wonderful Yarn Bombing which had been done throughout the town. She had also attending a PPG meeting and learnt that demolition contractors for the Ellen Badger were ready to start work as soon as the planning permission for Phase 1 had been agreed.</p> <p>Cllr. Tesh stated he was pleased to see dropped kerbs installed on Hanson Avenue but was concerned that priority had not been given to the Campden Road. He will follow up with Cllr. Barker.</p> <p>Cllr. Cox reported on recent visit to CCTV Control Room in Stratford which demonstrated a high quality of coverage. Disappointing to note recently installed sign at Skate Park already vandalised but Cllr. Cooper informed that Wright Signs had agreed to replace free of charge. Police examining CCTV in the area of vandalism.</p> <p>Cllr. Murphy endorsed the introduction of dropped kerbs in Shipston and also reported on a successful concert by Shipston Town Band. Members of the band had also played carols around the streets of Shipston and been very well received. They will be having their usual tour on Christmas Day to Low Furlong, Ellen Badger and the Community lunch (Covid permitting). Cllr. Murphy also commented on recent successful and enjoyable evening raising funds for the RBL and also stated the Christmas decorations in Shipston were superb.</p> <p>Cllr. Cooper also endorsed the excellent concert by Shipston Town Band and along with their recent participation in the Remembrance Parade, highlighted how lucky the town was to have such talent in the town. Cllr. Cooper also asked everyone to be vigilant in the lead up to Christmas with regard to the new variant, with Shipston having been a recent hotspot for confirmed cases.</p>
<b>6.2</b>	<b>District Council issues (SDC – Stratford District Council)</b> - No report this month as Cllr. Harvey absent.
<b>6.3</b>	<b>County Council issues (WCC – Warwickshire County Council)</b> – No report this month as Cllr. Barker absent.
<b>6.4</b>	<p><b>SNT (Safer Neighbourhood Team)</b></p> <p>New addition to team noted and welcomed. Still concerning levels of ASB and mental health issues which STC aware of and will be working with the Youth Group to tackle this.</p>
<b>6.5</b>	<p><b>Shipston Forum</b> – Mr Rowland reported on bumper December issue with 20 pages but the January issue currently requires more content. Any ideas for content to Mr Rowland as soon as possible. Cllr. Murphy will contact member of Town Band with view to expanding article. Cllr. Dinnie will forward Mr Rowland an article from Act on Energy for inclusion.</p>
<b>6.6</b>	<b>Youth Working Group</b> – Letter from resident to Council re Youth Club discussed.
<b>6.7</b>	<p><b>Ellen Badger</b> – Councillors felt another update from SWFT would be useful. The Clerk will ask Cllr. Harvey to arrange in the New Year. Cllr. Tesh to attend Community Panel Bed Review on 16.12.21 if domestic circumstances allow instead of Cllr. Dinnie.</p>
<b>6.8</b>	<b>Health and Well Being</b> – No report this month.
<b>7</b>	<p><b>OPEN FORUM (15 MINUTES DURATION)</b></p> <p><i>Shipston 20mph Campaign</i> – The Shipston Community Speed Watch Co-ordinator gave an update on activities and will send copy of statement to the Clerk. Thanks were expressed to STC for their support.</p> <p><i>Shipston Lions</i> – A representative of the Lions thanked the STC for their support and hoped to get plans in place as soon as possible. This will be an item for discussion at the next GPWG meeting. (See item 5).</p>

8	<p><b>SAFAG WORKING GROUP</b>  Geoff Smith from SAFAG informed that SAFAG’s work had now finished for the year due to weather conditions. He brought STC up to date with budget spend. SAFAG to liaise with Warwickshire Wildlife Trust with regard to possible collaborations in respect of the introduction of wildlife measures in Shipston. Cllr. Dinnie to send letter from Warwickshire Wildlife Trust to Geoff Smith. SAFAG also helping to guide Wellesbourne Flood Group. Benefits of flood measures in place have been seen and appreciated by local farmers.</p>
9	<p><b>PLANNING COMMITTEE – Chair – Cllr. Tesh</b> gave verbal update.  <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 Planning Committee meeting of 22<sup>nd</sup> November 2021 noted.</p> <p>Pleasing to note that signage at Lazy Pug has been changed due to comments submitted by STC.</p> <p><b><u>Recommendation that Council raise a policy/principle for all felled trees to be replaced</u></b>  <i>In view of historic developments and trees being felled and not replaced, Councillors felt it important that STC have policy in place.</i></p> <p><b><u>Proposal to accept recommendation for Planning Committee to produce a policy/principle for all felled trees to be replaced, proposed by Cllr. Dinnie and seconded by Cllr. Cooper. 7 for - motion carried unanimously.</u></b></p> <p><b><u>Recommendation that EV charging points are discussed at this meeting</u></b>  Cllr. Tesh will investigate offer of 3 free charging points in West Street and bring back to STC for further consideration.</p> <p><b><u>Recommendation that Council fully supports 20 mph scheme Shipston Group as a written concept</u></b>  Previously discussed under item 7. Cllr. Tesh to contact Cllr. Barker to verify WCC charges for accessing data from the automatic vehicle speed counter.</p> <p><b><u>Proposal that STC fully supports 20 mph scheme (Shipston Group), as written concept, proposed by Cllr. Shickle and seconded by Cllr. White - 7 for - motion carried.</u></b></p> <p><b><u>Recommendation that Yellow Land agreement be agreed and signed by Council</u></b>  <i>Cllr. Cooper proposed amended recommendation that solicitors used for original land transfer should be contacted before agreement agreed and signed.</i></p> <p><b><u>Proposal that STC contacts solicitors used for original land transfer before agreement agreed and signed, proposed by Cllr. Cooper and seconded by Cllr. Booth - 7 for - motion carried unanimously.</u></b></p>
10	<p><b>GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox</b> gave verbal update.  Minutes of Meeting held on 2<sup>nd</sup> December 2021 noted.</p> <p><i>Recommendation that Council use the S106 money earmarked for sport and playing fields for further refurbishment of the play areas</i>  Cllr .Cooper confirmed that S106 expenditure can only be used for what is specified in S106 Agreement.  Cllr. Booth to ask Bomford Housing Association if community funds available for projects such as Queen’s Avenue playground. Cllr. Cooper suggested that STC should have working schemes readily available for opportunities such as this.</p> <p><i>Recommendation that Rainbow Green and Gibbons Field signage be replaced due to ageing and graffiti</i>  The Clerk to source 3 quotes and will be brought back to STC for further consideration.</p> <p><i>Recommendation that Council purchase 2 weatherproof notice boards for the allotment sites</i>  The Clerk to source 3 quotes and will be brought back to STC for further consideration.</p> <p>Noted that the problem with locking the height barrier at the Sports &amp; Social Club has now been resolved.</p>
11	<p><b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie.</b>  Minutes of meeting of 24<sup>th</sup> November 2021 noted.</p>

	Lease at Riverside – Wording to be amended slightly. Problem with ascertaining ownership of notice boards at Mill Street car park but now confirmed as WCC. Management plan regarding habitat at Cornmill Meadows awaited. HALP currently working on alleyway signs.
12	<b>COMMUNICATIONS WORKING GROUP</b> – Chair Cllr. White – Nothing further to add this month.
13	<p><b>FINANCE WORKING GROUP</b> – Chair Cllr Cooper. Minutes of Meeting of Monday 15<sup>th</sup> November 2021 noted. <i>Recommendation that the Council agree to purchase a new hand dryer for the Sports Club at £184 + VAT.</i></p> <p>Cllr. Cooper informed this purchase was necessary due the current refurbishment of the toilets and was a replacement for the current one which is broken.</p> <p><b><u>Approval to purchase new hand dryer for Sports Club at £184 + VAT, proposed by Cllr. Cooper, seconded by Cllr. Kelly. 7 for - Motion carried unanimously.</u></b></p>
14	<p><b>FINANCIAL MATTERS</b></p> <p>Invoices for approval – as listed November/December 2021 – as circulated.</p> <p><i>Verbally added by the Clerk:</i></p> <p>Pink Connect, Telephone/broadband November 2021 – Inv. 379374 - £225.85  Glasdon UK Ltd – Inv. S1829341 - Two metal bin liners - £179.13  E-on Next – Inv. K1- BE2F2112-004 - Electricity at Clark House - £113.73  Lloyds Bank –Inv.357538461 - Charges on General Account (October-November) - £17.74  Lloyds Bank – Inv.356414500- Charges on Wool Fair Account (October-November) - £15.00  Mayoral Allowance (IC) 2021-2022 - £2,500  Deputy Mayoral Allowance (MW) 2021-2022 - £500</p> <p><b><u>Approval to accept invoices as listed plus additions above, proposed by Cllr. Cooper, seconded by Cllr. White. 7 for – Motion carried unanimously.</u></b></p>
15	<p><b>STAFFING – Chair – Cllr. M Westwood</b></p> <p><i>Recommendation that a bonus of £500 is paid to the Administrative Assistant to the Town Clerk in recognition of her diligence, hard work and support to Councillors and colleagues during what was an unsettling and challenging period of time</i></p> <p>Cllr. Westwood informed that there was no scope for any progression on the current Admin Assistant’s pay scale and it was not possible to change this. She recommended that a bonus of £500 be paid to acknowledge and show appreciation for, the extra work the Admin Assistant has done in the office, over and above her normal duties, particularly in view of several staffing changes in the last 12 months.</p> <p><b><u>Proposal to accept the recommendation that a bonus of £500 be paid to the Admin Assistant, proposed by Cllr. Cooper and seconded by Cllr. Booth, 7 for - Motion carried unanimously.</u></b></p> <p><i>Recommendation that Council advertise for the position of Deputy Clerk to the Council</i></p> <p>Cllr. Westwood informed that the application for the Kick Start position was not successful and the recommendation was that the post of Deputy Clerk be advertised externally. She informed that SLCC would be involved in carrying out Job Evaluations for the Clerk and Admin Assistant in order that clear and concise Job Descriptions can be drawn up for three roles including the Deputy Clerk post. Extra staffing costs will be budgeted for accordingly.</p> <p><b><u>Proposal to accept the recommendation for the position of Deputy Clerk to be advertised, proposed by Cllr. Dinnie, seconded by Cllr. White, 7 for - Motion carried unanimously.</u></b></p> <p>Vacancy for Town Councillor - Will meet to discuss applicant in New Year.</p> <p><i>Bun Meeting on Thursday 13<sup>th</sup> January 2022</i> – Cllr. Westwood asked all Councillors to note this date in their diaries. A new initiative to encourage Councillors to bring forward ideas for future projects and training for STC, also ways to improve effectiveness and interest to Councillors.</p>

<b>16</b>	<p><b>WARWICKSHIRE WILDLIFE TRUST</b></p> <p>Following a presentation from Ian Jelly, WWT have outlined three areas for potential collaboration.</p> <p>Cllr. Cooper will ask SAFAG to bring this forward as a Working Group proposal and consideration be given as to how far the STC support this. Cllrs. Dinnie and Kelly to help steer this with SAFAG.</p>
<b>17</b>	<p><b>DATE OF NEXT GENERAL MEETING – Monday 10<sup>th</sup> January 2022</b></p>

Cllr. Cooper thanked all Councillors for their efforts in a very challenging year, with a special welcome to new Councillors who have recently joined. Thanks were also expressed to the Clerk and Assistant for all their hard work.

Cllr. Westwood thanked Cllr. Cooper on behalf of STC for all the work he has put in during his Mayoral year.

Meeting closed at 9.20 pm with Cllr. Cooper wishing everyone a Happy Christmas and New Year.

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

Date: .....

**(APPENDICES A & B ATTACHED)**

## APPENDIX A

EXPENDITURE APPROVAL LIST – 13<sup>th</sup> DECEMBER 2021

EXPENDITURE APPROVAL LIST - DECEMBER 2021 (Meeting 13th December 2021)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv. 6926 - Managed IT support (01/12/21)	£195.00
Redwax	Inv. 6901 - 365 office (24/11/21)	£9.48
Busy Biz	Inv. 392 - Forum services (December 2021 edition)	£237.50
Talacom	Inv. 18020 - Forum editorship (December 2021 edition)	£930.00
KMS Litho	Inv. 23834 - Forum printing (December edition - 4000 copies)	£1,273.00
Lawns to Mow	Inv 110STC - Town contract (November 2021)	£6,420.00
Lloyds Bank	Inv. 355126597 General Account charges (September - October 2021)	£19.09
Lloyds Bank	Inv. 353992396 Tourism Account charges (September - October 2021)	15.00
Lloyds Bank	Inv. 354069173 Wool Fair Account charges (September - October 2021)	15.00
Warks Pension Scheme	Staff pensions (November 2021)	£995.42
HMRC	Staff NI/PAYE (November 2021)	£843.15
Council Staff	Salaries (November 2021)	£2,877.42
Water Plus	INV05589287 - Water at New Clark House from 22.9.21 - 1.12.2021	£92.26
SSE Southern Electric	Inv. 931721195/0038 - Water supply at New Clark House 27.8.2021 - 1.11.2021	18.62
Pink Connect	Inv. 377778 Telephone/Broadband - October 2021	£139.36
Stephi Paull	Inv. 3007 - Payroll services (November 2021)	£14.00
Zoom	Inv. 118861552 - Online meeting subs - Nov-Dec 2021	£14.39
WALC	Inv.21836 - Role of Internal Audit (HM) session	£36.00
WALC	Inv.21805 - Budgeting for clerks (HM) course	£36.00
WALC	Inv.21795 - Precept and Audit preparation (HM)	£24.00
WALC	Inv.21799 - Community Engagement and Planning (HM)	£24.00
SLCC	Inv.BK204239-1 - Appraisal techniques (MW)	£42.00
Dor-2-Dor	Shipston Forum delivery - January 2022 (invoice to follow)	£270.00
Pear Technology	Inv.132335 - Technical Support and Software updates to 30.11.2022	£270.00
Clearsound Productions	Inv. IN4283 - Equipment used at Shipston Remembrance Sunday	£5,767.80
Royal British Legion	Town Council wreath for Remembrance Day	£25.00
H.G. Heath & Sons	Inv. A21255 - Height barrier at Sports & Social Club	£5,184.00
TOPS Plants	<b>SIB Grant Funds</b> - Inv.4969 - Wallflowers and hanging baskets for town	£558.00
John Lyne Home Imp	<b>SIB Grant Funds</b> - Inv.12362 - Compost	£14.00
Andrew Hince	Window Cleaning at NCH - 3.12.21	£20.00
<b>SAFAG Working Group invoices</b>		
Phil Wragg	Inv.002 - Expenses - Mileage 16.8.21 - 24.11.21 (£90.00) and reimbursement Agritel invoice (£74.14)	£164.14
Batsford Timber	Inv.MM00 - Materials - Timber	£29.52
Geoff Smith	Expenses - Monthly Zoom charges January-September 2021	£129.51
<b>SAFAG Income</b>		
Severn Rivers Trust	Flood alleviation work - April-November 2021 (from EA WEIF funding)	£16,616.78
Severn Rivers Trust	Flood alleviation work - April-November 2021 (from SDC CIL funding)	£6,510.42
<b>Verbally added by the Clerk at the meeting:</b>		
Pink Connect	Inv. 379374 Telephone/Broadband - November 2021	£225.85
Glasdon UK Ltd	Inv. S1829341 - Metal bin liners in town centre	£179.13
E-on Next	Inv. KI-BE2F2112-004 - Electricity at Clark House	£113.73
Lloyds Bank	Inv. 357538461 General Account charges (October-November 2021)	£17.74
Lloyds Bank	Inv. 356414500 Wool Fair Account charges (October-November 2021)	£15.00
Councillor I. Cooper	Mayoral Allowance 2021-2022	£2,500.00
Councillor M. Westwood	Mayoral Allowance 2021-2022	£500.00

## **APPENDIX B**

### **SHIPSTON POLICE REPORT – NOVEMBER 2021**

The month of November has been a good one for the team as we have gained another member of staff with PCSO Ben Cole joining us. Ben is currently undergoing his training phase but is taking it all in his stride and is sure to be an asset to both the community and Warwickshire Police. The festive season is upon us however COVID concerns are still with us and with the town being described as having the highest increase in the Warwickshire area it is still offering food for thought.

#### **BURGLARY DWELLING**

There have been no recorded offences of Burglary dwelling within the beat area throughout the month of November. This is very positive especially with the dark nights upon us. The month of December historically and statistically shows an increase through the month of December so the message is to remain vigilant.

#### **BURGLARY BUSINESS**

There have been two reports of business burglary within the area. The first had a premises attacked however no entry gained. The second was a successful entry but unknown items taken – storage type unit with nothing of notable value.

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

There have been three reported 'outbuilding' type breaks. Two of the incidents have resulted in garden equipment being taken including a chainsaw and leaf blower. The third was an attempt.

#### **THEFT**

There have been two incidents of theft reported which have been theft from motor vehicle. One of which was a catalytic converter with the other being a bank card

#### **CRIMINAL DAMAGE**

There have been three reports of criminal damage reported throughout November. Enquiries are ongoing with regard to damage of a sign at the skate park.

#### **COVID**

There have been no reported calls relating to COVID breaches.

#### **MENTAL HEALTH**

Throughout the month Police have attended thirty five reports involving Mental Health.

**ANTI SOCIAL BEHAVIOUR**

There have been twenty reports of ASB which includes persons gathering at the sensory gardens and reports of persons smoking cannabis. The locations have been attended as in the previous month and two males were detained for possession of cannabis with disposal sitting with Youth offending team.

**FRAUD**

There has been one reported case of fraud. Elderly male approached by male stating that cash point was out of order and before he had made his way inside the bank £500 had been withdrawn.

**Other reported activity throughout the month includes –**

- X 27 Road Traffic Collisions
- X 11 Malicious Communications
- X 1 Violence / assaults
- X 10 Suspicious Incidents
- X 8 Domestic Incidents
- X 5 Public Order Offence

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team