



# SHIPSTON-ON-STOUR TOWN COUNCIL

## MINUTES

**Council Offices:** New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD

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### MINUTES OF 13<sup>TH</sup> SEPTEMBER 2021 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON-ON-STOUR AT 7.00 PM

**Present:** Cllrs: M. Westwood (Chair), J. Barker, G. Kelly, V. Murphy, T. Shickle, P. Tesh, P. White

Public: 8

Press: 1

WCC & SDC: Cllrs. J Barker and T. Harvey

Clerks: H. Morgan and D. Neath

1	<b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b> Cllrs. Cooper, Cox and Dinnie.
2	<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.
3	<b>MINUTES OF THE LAST TOWN COUNCIL MEETING</b> – To confirm minutes of the Meeting which took place on Monday 9 <sup>th</sup> August 2021.  Charging points – Page 4, point 12.1 - Change from 'Square' to 'High Street'. Royal Mail – Page 4, point 13 – Change to 'Dor-2-Dor'.  <b><u>Proposal to accept Minutes with above amendments, proposed by Cllr. Westwood and seconded by Cllr. Tesh. Unanimous.</u></b>  To confirm minutes of the Extraordinary Meeting which took place on Thursday 12 <sup>th</sup> August 2021. <b><u>Proposal to accept by Cllr. Murphy and seconded by Cllr. Westwood. Motion carried with 3 abstentions.</u></b>
4	<b>TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK</b> – None.
5	<b>CO-OPTION OF NEW COUNCILLOR</b> <b><u>Proposal by Cllr Westwood, seconded by Cllr Barker. Motion carried unanimously.</u></b> Mr Tim Shickle was formally welcomed to the meeting as a Councillor and invited to take his seat at the table.
6	<b>CLERK'S REPORT</b> - Report noted. New Clark House currently very busy although counter enquiries quiet despite being open to public again. Cllr. White to amend website and the Clerk to remove notice from noticeboard stating NCH closed to public.
7	<b>REPORTS</b>
7.1	<b>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</b> Cllrs. Barker, Kelly, Murphy and Tesh – no reports. Cllr White reported on successful weekend of music recently, held in venues in Shipston and Brailes and organised by the Proms Committee. Positive feedback received. Now planning for Proms in 2022. Cllr. Shickle informed of international opera singers keen to perform outdoors in the area who could be included in this. Cllr. Harvey also aware of opera singers who could also be approached who he had seen perform locally.

	Cllr. Westwood reported on attendance at PPG meeting. Also working with TimeBank with a view to creating a 'mood board' to assist in refurbishing NCH.
7.2	<b>County Council issues (WCC – Warwickshire County Council)</b> – Cllr. Jo Barker Cllr. Barker reported on time taken up with requests to Highways Department, dropped kerbs, introduction of 20 mph speed limits, health issues etc. Reported speed measurements to be carried out on London Road again.
7.3	<b>District Council issues (SDC – Stratford District Council)</b> - Cllr. Trevor Harvey <u>Shipston Forum</u> – Cllr. Harvey reported on successful distribution in Tredington with the help of a team of volunteers. Forum had been very well received. <u>Tesco Express</u> – Work has now started and no problems foreseen unless underground (archeological) with a view to opening in April 2022. Issue with pavement access under discussion and noted that currently difficult for mobility scooters. <u>Car park at Telegraph Street</u> – Noted that although it had been agreed to change from a coin operated machine to card, it will revert back to accepting coins due to the number of complaints. However, the charges will be reviewed unless there a covenant from 1974 which prohibits this. <u>Crossing from Mill Street to New Street near Coach and Horses</u> – Difficulty for resident with mobility scooter. WCC investigating. <u>Ellen Badger</u> – Decision on planning application imminent. Cllr. Harvey to obtain dates from SWFT to arrange meeting with them and STC Councillors. <u>Merger of Warwick and SDC</u> – Public consultation open until 24.10.21. Questionnaire results to be analysed to ascertain support. <u>Boundaries</u> – Recommendation that the numbers of wards will decrease. Shipston will revert to one ward as opposed to North and South. Proposed that Tredington amalgamate with Ettington and Stretton-on-Fosse. <u>Recycling</u> – Significant financial effects following fire at Ettington with SDC using Reserves to finance.
7.4	<b>SNT (Safer Neighbourhood Team)</b> – report circulated. Cllr. Westwood highlighted the alarming number of mental health incidents but pleased to see reduction in calls related to Covid. Cllr. Shickle suggested linking a traffic feasibility study to the road traffic collisions in hotspots.
7.5	<b>Shipston Forum</b> – Mr Rowland informed of articles in October issue including Rotary, Proms, Shipston Speed Watch, WI, U3A, High School and Sunflower competition. Mr Rowland clarified dates for receiving items for publication. Dor-2-Dor distribution of Forum to each home successful so far.
7.6	<b>Youth Working Group</b> – Cllr. Westwood introduced Rose Bennett, who will be the new Youth Ambassador, working with schools, youth groups, churches etc.
7.7	<b>Ellen Badger/Health &amp; Wellbeing</b> – Cllr. Barker updated Councillors on recent discussions regarding bed review. Inaccurate reporting in local press regarding removal of beds.
8	<b>OPEN FORUM (15 MINUTES DURATION)</b> <u>Speed restriction</u> - A representative of Stour Valley Climate and Environmental Action Group outlined proposals to restrict the speed limit to 20 mph in certain areas of Shipston. Intent was to reduce noise, vibration to properties, air pollution and danger to life. Will be circulating petition to this effect. Councillors supported in general but understood that air pollution was improved at 30 mph rather than 20 mph on main roads so lower speed restrictions on side roads could be more beneficial. Cllr. Shickle offered help to group as similar being carried out in Oxfordshire. <u>Legacy to town</u> - A representative from Shipston Lions informed of the gift of a legacy to be spent on senior citizens of Shipston and asked for support from STC. Suggestions put forward were for a Sensory Garden on the 'Little Rec' next to New Street allotments and a 'Man's Shed' to repair/restore furniture. Cllr. Barker suggested that the cottage located at Shipston Recycling Centre could be a possibility for the 'Man's Shed', currently used by WCC. Agreed that this would be an agenda item for HALP or GPWG. <u>Councillor vacancy</u> – Member of public attended meeting interested in position and outlined skills and experience to offer the Council. <u>Filming in Shipston</u> – Idea based on book and young person who has written it, looking for support from locals.
9	<b>SAFAG WORKING GROUP</b> Councillors noted the SAFAG NFM Plan 2021, updated 6.9.2021 (V2).

	<p>Geoff Smith informed that SDC confirmed unspent CIL money be carried forward to 2022-23 so some projects deferred.</p> <p>Total forecast spend for the year now £58,395 (previously £76,480 – reduction of £18,085). Materials budget forecast to be increased to £1,500 (previously £670).</p> <p><b><i>Proposal to approve above changes by Cllr Westwood, seconded by Cllr. Kelly. Motion carried unanimously.</i></b></p>
10	<p><b>PLANNING COMMITTEE</b> – Chair – Cllr. Tesh</p> <p>All planning applications can be viewed at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a></p>
10.1	<p><b>NEW PLANNING APPLICATIONS as per Extraordinary Planning Committee Meeting, Monday 13<sup>th</sup> September 2021 at 6.00 pm before STC meeting.</b> Minutes of Extraordinary Planning Committee Meeting held on 9<sup>th</sup> August and Meeting on 23<sup>rd</sup> August 2021 noted.</p> <p>21/02655/LBC      16 Sheep Street – removal of modern fixtures and finishes and repair of plaster – <b>No Rep.</b></p> <p>21/01536/FUL      Garage Block, Pittway Avenue – construction of two dwellings and associated works following Demolition of existing garages. Reservations on this application – <b>Clerk to contact head of Planning Department at SDC.</b></p> <p>21/02687/ADV      The Lazy Pug – signage x 5 (various) – Resubmission of original application. <b>STC to resubmit previous objection.</b></p>
10.2	<p><b>PLANNING DECISIONS RECEIVED</b></p> <p>21/01196/REM      29 London Road – demolition of a bungalow and garage and erection of four dwellings <b>Approved.</b></p> <p>21/02100/FUL      34 Callaways Road – proposed extension to existing single garage to form residential annexe (ancillary accommodation). <b>Permission with Conditions.</b></p> <p>21/01852/FUL      11 Clark Close – construct two storey and single storey rear extension and single storey side extension to form additional living accommodation. <b>Permission with Conditions.</b></p>
11	<p><b>GENERAL PURPOSES WORKING GROUP</b> – Chair – Cllr. Cox – not present. Minutes of meeting held on 2<sup>nd</sup> September 2021 noted. Clerk updated on following:</p> <p><u>Sports &amp; Social Club</u> – Height barrier agreed and will be installed by Heath Engineering soon. Recent meeting with Wicksteed and agreed teacup equipment to replace spinner. The skier to be repaired.</p> <p><u>Hawthorn Avenue</u> – Lawns2Mow repaired relevant areas with Wetpour.</p> <p><u>Mayo Road</u> – Work commencing on this imminently.</p> <p><u>Picnic benches and bins</u> – Bins ordered. Benches being sourced.</p> <p><u>Wool Fair</u> – Cllr. Murphy informed that the committee had made the sad decision that it was not viable to hold this annual event anymore, one of the main reasons being farmers not available to help and current restrictions regarding the movement of animals. Cllr. Murphy to liaise with Mr Rowland regarding statement for inclusion in Forum.</p>
11.1	<p><b><i>Recommendation to dismantle and remove the climbing frame at Queen’s Avenue play area ASAP</i></b></p> <p><b><i>Proposal by Cllr Westwood, seconded by Cllr Barker. Motion carried unanimously.</i></b></p> <p>Agreed that if Lawns2Mow not able to remove the climbing frame quickly, the Clerk would approach another company.</p>
12	<p><b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP)</b></p> <p>Cllr. Westwood informed that HALP may be amalgamated with another Working Group due to lack of Councillors able to join.</p> <p>Cllr. Westwood also informed that consultation would take place with relevant homeowners re the proposed alleyway signage project, with some being asked if signs can be attached to their property.</p>
13	<p><b>COMMUNICATIONS WORKING GROUP</b> – Chair - Cllr White. Verbal update.</p> <p>Forum delivery – First delivery to individual houses for September Forum by company called Dor-2-Dor. Overall, seems to have been successful. Hoping to extend delivery to villages in future. Cllr. White informed that STC website now being looked at and request will be made to Councillors to provide up to date details.</p>

14	<p><b>FINANCE WORKING GROUP</b> – Chair Cllr Cooper – not present. Minutes of Meeting Monday 16<sup>th</sup> August 2021 noted.</p> <p><b><u>Recommendation for STC to request a 6 month extension of the current Lawns 2 Mow contracts to enable the renewal process to be properly managed.</u></b></p> <p><b><u>Proposal by Cllr Westwood, seconded by Cllr. Barker. Motion carried unanimously.</u></b></p>
15	<p><b>FINANCIAL MATTERS</b> Invoices for approval – as listed August/September 2021 – as circulated. Verbally added by the Clerk:</p> <p><b><u>Approval proposed by Cllr. Westwood, seconded by Cllr White. Motion carried unanimously.</u></b></p>
16	<p><b>STAFFING</b> – Chair – Cllr. Westwood. Noted meeting held on 19<sup>th</sup> August 2021.</p> <p><b><u>Recommendation to ratify that the role of Locum Clerk (mentoring) has come to a natural end, that some handover is still on-going from previous Clerk, and that training going forward will be provided by Edge, WALC and SLCC and Mr B Robinson as necessary</u></b></p> <p><b><u>Proposal by Cllr Westwood, seconded by Cllr. Kelly – 6 for – 1 abstention. Motion carried.</u></b></p>
	<p><i>To note that there are plans for an office refurbishment at New Clark House.</i></p> <p>Previously raised under item 7.</p>
	<p><i>To note a strategic plan going forward to streamline working groups.</i></p> <p>Cllr. Westwood informed that a Strategic Plan for STC was being drawn up in conjunction with Cllr. Cooper which will be shared with all Councillors. The Plan would give an overall vision of the work of STC including staff roles and the role of the Working Groups and committees.</p>
17	<p><b>TO CONSIDER ARRANGEMENTS FOR PLATINUM JUBILEE CELEBRATIONS</b></p> <p>Official Beacon Day is Thursday 2<sup>nd</sup> June 2022. Cllr. Murphy making arrangements for liaison with farmer regarding location of beacon and involvement of Town Crier. Agreed that new bunting needed – Cllr. Westwood suggested the Knitting group may be able to help with this. GPWG to look at the organisation of this event.</p>
18	<p><b>DATE OF NEXT GENERAL MEETING – Monday 11<sup>th</sup> October 2021</b></p>

Meeting closed at 8.58 pm.

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

Date: .....

**(APPENDICES A & B ATTACHED)**

## APPENDIX A

EXPENDITURE APPROVAL LIST - SEPTEMBER 2021  
(Meeting 13th September 2021)

PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv - Managed IT support Inv 6765 (01/09/21)	£195.00
Redwax	Inv 6737 - 365 office (24/08/21)	£9.48
Busy Biz	Inv 361 - Forum services (September 2021 edition)	£237.50
Talacom	Inv 17865 - Forum editorship (June 2021 edition)	£930.00
Talacom	Inv 17933 - Forum editorship (September 2021 edition)	£930.00
KMS Litho	Inv 23581 - Forum printing (September edition - 4000 copies)	£963.00
Lawns to Mow	Inv 107STC - Town contract (August 2021)	£6,288.00
Lloyds Bank	Inv 347462091STC General Account charges (June - July 2021)	£17.49
Lloyds Bank	Inv. 346535405 Tourism Account charges (June - July 2021)	15.00
Lloyds Bank	Inv. 346466008 Wool Fair Account charges (June - July 2021)	15.00
Warks Pens Scheme	Staff pensions (August 2021)	£995.42
HMRC	Staff NI/PAYE (August 2021)	£843.15
Council Staff	Salaries (August 2021)	£2,877.42
Stephi Paull	Inv. 2900 - Payroll services (August 2021 )	£14.00
Elizabeth Gilkes	Locum Clerk and Mentor assistance to new Town Clerk (25/8/21)	£277.50
Alison Packer	Temporary assistance to Town Clerk, Inv SSTC-03	£232.50
E-on Next	Inv KI - 90BF6078-0003 Electricity at Cemetery Chapel	£75.26
E-on Next	Inv KI - BE2F2112-0003 Electricity at Clark House 1.6.21 - 31.8.21	£105.30
WaterPlus	Inv. 04693920 - Water rates for New Clark House 1.12.20 - 16.3.21	£156.86
WaterPlus	Inv. 04974776 - Water rates for New Clark House 16.3.21 - 1.6.21	£99.66
SSE Southern Electric	Inv. 9317211950037 - Water supply at NCH 26.5.21 – 26.8.21	£18.44
Pink Connect	Inv. 373776 Telephone/Broadband - July 2021	142.76
Zoom	Inv. 103230353 - Online meeting subs - Aug - Sept 2021	£14.39
Townsend Hall	Inv. SI-727 - Room Hire for STC & Planning meetings 12.7.21 /26.7.21	£114.00
WALC	Inv 21493 - Data Protection Training for Councillors - IC and SS	£60.00
WALC	Inv 21570 - Training for new Town Clerk on 12.8.21 and 26.8.21	£48.00
WALC	Inv 21573 - Clerk Toolkit (HM) 7.9.2021	£24.00
WALC	Inv 21589 - Equality & Diversity (Deputy Mayor MW)	£36.00
WALC	Inv 21564 - Data Protection Training for Clerk (HM)	£30.00
WALC	Inv 21600 - Clerk's Toolkit - Bookkeeping to Budgets	£30.00
WALC	Chairmanship Skills training for Deputy Mayor (MW) 21.9.2021	£60.00
SLCC	Inv QL200066-1 - ILCA fees for Town Clerk	£144.00
SLCC	Inv MEM235985-1 - Joining and Membership fee for Town Clerk	£277.00
SLCC	Inv MEM236174-1 - Renewal of Membership fee for Assistant	£45.00
Moreton Agric Hortic	Moreton Show entry fees for allotments	£20.00
PRJ Flooring	Inv PRJFSL537 - Carpeting for Sports & Social Club	£4,975.68
Alderminster Electrics	Inv 45022 - Electrical work at Sports & Social Club	£3,000.00
Windsock Co Ltd	Inv 12840 - Site visit re new flagpole for NCH	£270.00
Acorn Stairlifts	Inv 15096488- 3 star service agreement	£522.00
Arc4	Inv 2316 - Housing Needs Survey	£2,716.75
John Lyne Imp	Reimbursement for Town Clerk for duplicate office key	£4.79

TreeTech	Inv 1411 - Extra works to tree Maldens/Marshall Avenue area	£221.52
Glasdon UK	6 x Litter bins for playgrounds	£982.80
Online Playgrounds	Inv. SIN042753 - 2 Black Wetpour Repair kits for playground surfaces	£235.00
Harrison Flagpoles	Inv. 0000094869 - Site Survey for new flagpole at NCH	£162.00

#### **SAFAG Working Group invoices**

Mike McCarthy	Mileage claim April-July 2021 (£102.50), Certificate frame Belle Isle Farm (£15)	£117.50
WCC	Inv 10298430 - Land consent charges at Green Farm	£280.50
WCC	Inv. 10300010 - Land consent fees for NFM scheme , Home Farm, Brailes	£204.50

#### **SAFAG Income**

Severn Rivers Trust	Reimbursement for NFM work - Woodlands Farm and Belle Isle Farm	£4,869.26
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#### **Verbally added by the Clerk at the meeting:**

Dor-2-Dor	Inv. 0019 -Shipston Forum delivery - October 2021	£270.00
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## **APPENDIX B**

### **SHIPSTON POLICE REPORT AUGUST 2021**

The month of August has pretty much continued in the same vein as July but without the injury!!! The month has been a busy one which is expected with the school holidays, reasonable weather and peoples new found freedom. The area as a whole has not suffered the 'Residential Burglary' incidents felt across other areas of the County and as a whole things are looking good.

The team is still operating with one PCSO less however with the hard work of Emma and our volunteer things are ticking along.

#### **BURGLARY RESIDENTIAL**

There has been one report of a residential burglary which was recorded as an attempt. Offenders approached a property and cut a hole in a door before encountering further security and then left empty handed.

#### **BUSINESS BURGLARY / OUTBUILDINGS**

There have been two reported incidents over the month which happened in the same village – Admington on the same night. An outhouse storage facility was entered with tools taken and a garage was also entered with a drill being taken. Both locations had CCTV but the quality was of poor standard. Enquiries are ongoing.

#### **THEFT**

There were ten reports of theft which have included a large quantity of make-up being taken from a shop in Shipston. CCTV to be collected and enquiries will be made. Vehicles have also been targeted with golf clubs being removed from unattended vehicles overnight, a wallet was also taken from another vehicle. Number plates have also been removed from vehicles x2 and a catalytic converter taken off another. (The catalytic converter theft is on the rise once again due to the cost of the metals used to manufacture)

#### **CRIMINAL DAMAGE**

There have been another five reports of Criminal Damage with St Edmunds Church reporting that the windows had been damaged over a period of time by unknown means.

#### **VIOLENCE**

It would appear that people are getting used to the taste of alcohol once again as there were no reports of any incidents relating to licensed premises. There were two violence incidents reported with one being between children / youths.

## **DOMESTIC INCIDENTS**

There have been eighteen reported domestic incidents reported which will be currently under review and safeguarding options being considered. Regardless as to whether there is a complaint or not considerations have to be made to any threat harm or risk. Out of the eighteen reports two were graded High Risk and four graded as Medium Risk which then get managed by the team.

## **ANTI SOCIAL BEHAVIOUR**

There has been a significant reduction in the amount of ASB reported with eight calls. Two of the calls related to the use of a mini motorbike on the Rugby Club land which hopefully has now been resolved.

## **ROAD TRAFFIC COLLISIONS**

There have been thirteen reported RTC's across the beat area with eight being damage only and two being slight injury. There was also a fatal collision with a young male losing his life.

## **MENTAL HEALTH**

There have been twenty one mental health incidents attended by Police throughout the month and a further five where Police have been called to assist Ambulance. There have been referrals made to the MH Teams for the most serious and safeguarding follow ups are carried out.

## **COVID**

There was just one report of a COVID nature but with the rules being relaxed and left to the individual to make decisions we have taken a reduction in calls.

All in all for the area which encompasses 53 villages as well as the Town of Shipston this is not a bad month and is encouraging with the Burglary Residential and Violet crime staying low and taking a downturn. Unfortunately there are still things that can be done to prevent certain crimes such as the theft from motor vehicle with not leaving valuables in vehicles overnight.

The Team will be trying to get out and about with crime prevention / surgery type set ups across the area and we are hoping to add to the team with a new PCSO. The months of August and September are particularly testing and with leave being taken stretches the already thin blue line. We will try to assist where we can and encourage the reporting of crime / incidents.