



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

**Council Offices:** New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD  
**Telephone:** 01608 662180  
**E-mail:** [clerk@shipstononline.org](mailto:clerk@shipstononline.org)  
**Website:** [www.shipstononline.org](http://www.shipstononline.org)

## MINUTES OF THE ANNUAL MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 14<sup>TH</sup> MAY 2018

**Those Present:** - Town Cllrs: D Scobie, B Cooper, I Cooper, M Ferrier, A Henderson, F Ivens, V Murphy, P Rathkey, J. Warner, M Westwood, P White.

Public: 3                      Press: 0                      WCC & SDC: 1                      Clerks: 2  
Guest: Mayoress Elect

### INTRODUCTION

The Town Crier called the meeting to order, the Town Mayor, Cllr. Dan Scobie, welcomed Town Council members, press and public to the Annual Meeting of Shipston Town Council (STC).

#### 1.1 ELECTION OF TOWN MAYOR

The Town Mayor Cllr. Dan Scobie requested nominations for Town Mayor for the Mayoral Year 2018 to 2019.

**Cllr. Scobie proposed Cllr Ian Cooper. Seconded Cllr. Ferrier. 10 for, 1 abstention – motion carried**

Mayor Scobie passed the chain of office to the new Mayor, Cllr. I Cooper, who signed the declaration of acceptance of office as Town Mayor. Mayor Cooper presented the consort chain to Mrs Tina Scott.

#### 1.2 ELECTION OF DEPUTY TOWN MAYOR

The Mayor requested nominations for Deputy Town Mayor. **Cllr Ivens proposed Cllr. D Scobie, seconded Cllr. Murphy. 9 for, 2 abstentions – motion carried**

Cllr. I Cooper passed the chain of office to the new Deputy Mayor. Cllr. Scobie signed the declaration of acceptance of office as Deputy Town Mayor.

#### 1.3 VOTE OF THANKS FOR RETIRING MAYOR

Cllr. I Cooper, thanked Cllr. Scobie for the considerable effort he put into his year in office and for having been a good ambassador for the town both locally and further afield.

#### 1.4 REPLY BY RETIRING MAYOR

Cllr. Scobie thanked his consort and fellow council members for their support during his year in office and wished the Town Council well for the coming year.

#### 2.1 APOLOGIES FOR ABSENCE\_– Cllrs. Healey and Saunders

#### 2.2 ACCEPTANCE OF APOLOGIES

**Cllr. Warner proposed acceptance of apologies. Seconded Cllr. White. 10 for, 1 abstention – motion carried.**

The Clerk reported that Cllr. Saint was unable to attend the meeting owing to ill health. Cllr. I Cooper wished him a speedy recovery on behalf of STC.

#### 3 DECLARATIONS OF INTEREST – Cllr Murphy declared a non-pecuniary interest in item 9, planning application 18/00425/FUL. Cllr. I Cooper declared a non-pecuniary interest in item 9, planning application 18/00979/FUL.

#### 4 DISPENSATIONS RECEIVED BY CLERK - none

#### 5 MINUTES OF THE PREVIOUS MEETING OF 9<sup>th</sup> April 2018

3 amendments:

- Page 1 - 1 clerk present
- Page 2 – item 10.3 amend to make clear that the map was valid as of 31/12/17

- Page 3 – item 16 – amend to ‘the Mayor thanked press and public’  
**Cllr. Ferrier proposed that the minutes of the meeting held on 9<sup>th</sup> April 2018 amended as above be accepted as a true and accurate record. Seconded Cllr. Westwood. 10 for, 1 abstention – motion carried.**

## 6.1 CLERK’S REPORT

The Clerk’s written report was noted. Discussion followed on the Queen’s Award for Volunteering. Nominations from individual councillors were the Shipston Cancer Support Group, the Wool Fair Committee and Shipston Litter Pickers. Cllr. Scobie reminded the meeting that nominations could come from individual councillors and members of the public. The Mayor requested that councillors send their nominations to the Comms group who would consider them and make recommendations to the next meeting.

## 6.2 REPORTS

### 6.2.1 Town Councillors

- Cllr. White reported that preparations for the Proms are well underway and thanked STC for their support.
- Cllr. Westwood had attended the recent SCAN meeting. She attended the Ellen Badger meeting at which the purchase of land was discussed. She said there was no business plan in place yet for the land.
- Cllr. Ivens congratulated Cllr. Scobie on his Mayoral year and wished Cllr. I Cooper well for the year ahead. A resident had asked STC to repair the grass verge outside Ellen Badger, the Clerk is consulting Highways about this. She congratulated the Wool Fair on the success of the recent Farm Day and invited councillors to the Songs of Praise Service on 27<sup>th</sup> May at 3pm
- Cllr. Warner reported that the pothole repair in Berry Avenue had failed and that the cemetery gates on Shoulderway Lane were damaged. The Clerk said that the gates had been fixed. Cllr. Warner expressed her sadness at the passing of Dame Tessa Jowell.
- Cllr. Henderson congratulated Cllr. Scobie on the Civic Service and praised the excellent concert given by the Stour Singers.
- Cllr Ferrier had met Crest Nicholson with a resident of Oldbutt Rd. They were very helpful and said it was a pleasure to meet a resident making such constructive comments.
- Cllr. B. Cooper & Cllr. Murphy offered their congratulations on the Civic Service.
- Cllr. Murphy reported that the Wool Fair organisation was well under way, the Farm Day was a great success and she wished Cllr. I Cooper well for his Mayoral year.
- Cllr. Scobie gave his condolences to the family of Dame Tessa Jowell. Jackie Emms had contacted him about the bench and cart in memory of Walter. Permission had been granted for the bench.
- Cllr. I Copper asked the Clerk to send a letter of condolence to the family of Dame Tessa Jowell and write to Cllr. Saint wishing him a speedy recovery on behalf of STC. He had enjoyed the Civic Service.

### 6.2.2 County & District Council – Cllr. J Barker

& • There have been changes at SDC – a new leader & deputy leader and changes to cabinet

### 6.2.3 • Cllr Andy Crump is now the champion for Parish Councils at SDC

- She was concerned about increasing drug use and dealing in the town and asked for members of the public to pass her any information
- Will ask for the potholes to be refilled in Berry Avenue.

### 6.2.4 SNT Report – no report this month

6.2.5 **Shipston Forum** – the June issue will lead on the Mayor Making and Shipston Award. 300 extra copies will be printed. There have been a number of non-deliveries in the recent month and this matter was passed to the Comms Group to investigate.

### 6.2.6 Neighbourhood Development Plan & Town Design Statement

Stephen Miles had met with SDC about the referendum plan and the plan is now with them to review.

### 6.2.7 Shipston Area Flood Action Group (SAFAG)

The works on Knee Brook are expected to be complete in August and work will start on Pig Brook this summer.

## 7 Open Forum for Parishioners – none this month.

## 8.1 TO APPROVE OR CONFIRM

8.1.1 Cllr. I Cooper said that a vote would be taken on Standing Orders & Financial Regulations in their current form & but both would be referred to Finance Working Group to review and make recommendations on updating

8.1.2 them. Cllr. B Cooper was given clarification on Standing Order 26 and Finance Regs. 6.1. **Cllr. I Cooper proposed that the existing Standing Orders & Financial Regulations be approved, seconded Cllr. Henderson Unanimously agreed**

- 8.1.3 The Clerk reported that the Internal Auditor had struggled to find any faults. **Cllr. I Cooper proposed that the Internal Auditor's Report be accepted. Seconded Cllr. Henderson. Unanimously agreed.**
- 8.1.4 **Cllr. Ivens proposed that the Annual Governance Statement 17/18 be approved, seconded Cllr. Warner. Unanimously agreed.**
- 8.1.5 **Cllr. Ivens proposed that the Annual Accounting Statement 17/18 be approved, seconded Cllr. B Cooper. Unanimously agreed.**
- 8.2 **DATES FOR MEETINGS**  
**Cllr. Murphy proposed accepting the schedule of meetings for 2018 – 19. Seconded Cllr. Warner. Unanimously agreed.**

8.3 **Working Groups:**

Membership of working groups is below. Cllr. I Cooper requested that groups confirm membership at their first meeting and report changes to the Clerk.

- General Purposes –: FI; VM; SS; MW; DS, BH
- Finance: IC; AH, FI; VM; DS
- Staffing: VM, AH, FI; DS
- Planning & Sustainability: VM, MF; BC; PR; JW; AH; SS, MW. Co-opted – P Sykes, P Tesh, R Taylor, P Wragg, E Jackson
- Communications: PW; IC; DS
- HALP: - MW, BH, VM, AH, SS. Co-opted – N Willis.

**Representatives for outside bodies agreed as follow:**

- |   |  |
|---|--|
| • Youth Club – FI   | • Town Band VM is President                |
| • Shipston Educational Trust – AH                             | • Townsend Hall Committee – DS if required |
| • Sports Club – VM  | • Shipston High School – AH if required    |
| • Proms – PW  | • Shipston Primary School – MW if required |
| • Flood Action Group – BC, SS                                 | • The School for Females – IC              |
| • Rotary – FI   | • Wool Fair – VM                           |
| • Patient Participation Group – MW                            | • SCAN - MW                                |
| • Mayo Road Trust – PR is Chair, all councillors are Trustees |  |

- 9 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>  
**Planning applications** *These applications discussed by the PWG actioned using standing order: Section 3b(xvi)*
- 18/00425/FUL – Sheldon Bosley Hub, Pittway Ave. – single storey modular building for nursery. Cllr. B Cooper said that in principle PWG supports the proposal to increase nursery provision in the town but had proposed objection arising from a duty of care to the users of the facility. **Cllr. B Cooper proposed endorsing PWG's recommendation of objection but that it would be reviewed in the light of any further information received. Seconded Cllr. Ferrier. 9 for, 2 abstentions – motion carried.**
  - 18/00979/FUL – 5 Farm Close – one storey side extension, replacing conservatory. **Cllr. B Cooper proposed endorsing PWG's recommendation of no representation. Seconded Cllr. Westwood. 10 for, 1 abstention – motion carried.**

**New Planning applications**

- 18/01001/FUL – Wil Haven, Darlingscote Rd – conversion of existing garage to single storey accommodation. **Cllr. B Cooper proposed no representation. Seconded Cllr. Warner. 10 for, 1 abstention – motion carried.**
  - 18/01294/TREE – The Court House., 21A Sheep Street – T1: Plum – fell. **Cllr. B Cooper proposed no representation. Seconded Cllr. Ivens. Unanimously agreed.**
  - 18/00571/FUL & 18/00572/LBC – 1 Mill Street – Conservatory etc. Cllr. B Cooper explained that STC had made a no representation response in March 2018, this still stands and this application contained no changes therefore no action is required.
  - 18/01244/FUL – 7 Green Lane – 2 storey rear extension. **Cllr. B Cooper proposed no representation. Seconded Cllr. Westwood. Unanimously agreed.**
  - 17/03695/REM – land north of Campden Road – amendments – further observations only
  - 17/02741/FUL – Land at Ridgeway, London Road – amendments – further observations only
- No action required on the two applications above – for information only.

**Planning decisions by district or county council**

- 18/00451/FUL – 14 Callaways Road – single storey extensions - Permission with conditions
- 18/00622/LDP – Unit 10, Shipston Industrial Estate – cladding works – Cert. of Lawful Proposed Development
- 18/00193/TREE – 36 Telegraph Street – Fell T1 Leylandii – Consent with conditions

**Appeals to planning inspectorate**

- APP/J3720/W/18/3199714 – Church Retirement, South Lynn House, London Road

**Planning decisions by planning inspectorate**

- APP/J3720/W/17/3180167 – 39 New Street – conversion of 1 dwelling into 3 – Appeal is allowed

10 **OTHER PLANNING MATTERS**

10.1 **Clearance of culvert to the east of the Oldbutt Road open space.**

Lawns2Mow will monitor the culvert and Crest Nicolson will do some drain clearing.

10.2 **New road names.**

**Cllr. Ferrier proposed adopting the Royal British Legion recommendations in respect of the London Rd Orbit development and Crest Nicholson development adjacent to Oldbutt Rd. Seconded Cllr. B Cooper. Unanimously agreed.**

10.3 **Update on South Lynn planning application**

Cllr. B Cooper reported that Churchill Retirement has appealed because SDC did not respond in time. There will be a public enquiry. STC can make comments to the inspector by 19 June. Cllr. Ferrier will prepare a document to be voted on at the next meeting.

11 **GENERAL PURPOSES WORKING GROUP (GPWG)**

Cllr Ivens’ written report was noted. Cllr. Ivens added the following information

- Item 11.4 – planning permission is required to install a footpath across the green space in Oldbutt Rd
- Shipston WI have decided to plant the Oak whip in the Forest of Pebworth.

12 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP) WORKING GROUP**

No report this month. The next meeting will take place early June.

13 **COMMUNICATIONS WORKING GROUP (CWG) – no report this month**

14 **FINANCE WORKING GROUP (FWG ) no report this month**

15 **FINANCIAL MATTERS**

2 additional invoices were read out to the meeting. **Cllr. Ferrier proposed that invoices be paid. Seconded Cllr. Ivens. Unanimously agreed.**

Income received was noted.

16 **CORRESPONDENCE – none received this month**

The Town Mayor noted that the next meeting of Shipston Town Council will be held on Monday 11<sup>th</sup> June, 2018 in New Clark House commencing at 7.00 pm. The Mayor thanked press and public for their attendance and closed the meeting at 8.25 pm.

Signed.....

Date.....

Councillor Ian Cooper  
Town Mayor, Shipston on Stour Town Council