



# SHIPSTON ON STOUR TOWN COUNCIL Minutes

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## **MINUTES OF 14<sup>TH</sup> NOVEMBER 2022 MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD AT NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00 PM**

**Present:** Cllrs: M Westwood (Chair), G Kelly, I Cooper, P Cox, J Dinnie, P Tesh, T Booth, and H Kelly. **Via Zoom:** Cllr S Beckett

**Public:** 1    **Press:** 2    **WCC & SDC:** 2    **Clerk:** Helen Morgan

1	<b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b> Cllr J Barker.
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>TO NOTE REQUESTS FOR DISPENSATION RECEIVED BY THE CLERK</b> None.
4	<b>MINUTES OF THE LAST COUNCIL MEETING</b> To confirm minutes of the Meeting which took place on Monday 10 <sup>th</sup> October 2022, <b><u>Proposal to accept Minutes of 10<sup>th</sup> October 2022 as a true and accurate record, proposed by Cllr G Kelly, seconded by Cllr Barker. 7 in favour, 1 abstention (due to not being present at meeting). Motion carried.</u></b>
5	<b>CLERK'S REPORT</b> Report as circulated.
6	<b>REPORTS</b>

6.1	<p><b>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</b></p> <p><b>Cllr Cox</b> reported that he had attended a WALC course on Cemetery memorial stones and a Warwickshire CCTV meeting.</p> <p><b>Cllr Cooper</b> reported that the Remembrance Day Parade and Church Service had been very successful and well attended and demonstrated the strength of the community – particularly with the Town Band and Youth involvement.</p> <p><b>Cllr Cooper</b> asked as to whether the Christmas light hours could be altered to conserve energy. Clerk to liaise with MKM.</p> <p><b>Cllr Dinnie</b> reported that the Ellen Badger march on 19<sup>th</sup> November had been very successful.</p> <p><b>Cllr H Kelly</b> expressed concerns over the rising cost of utilities bills at New Clark House.</p>
	<p><b>Cllr Westwood</b> reported that she had attended Bonfire Night to light the fire and switch on the firework display with the Town Crier. She had also discussed a potential beacon with Mr Edmonds for the King’s Coronation.</p> <p><b>Cllr Westwood</b> thanked all those for attending the Remembrance Day Parade and Church Service – the latter being beautiful and moving. Thanks also extended to the Yarnbombers for their creations.</p> <p><b>Cllr Beckett</b> expressed her dismay about hybrid Council meetings not being re-instated as lawful thereby denying voting rights for Cllrs who are unable to attend in person for accessibility or health issues.</p>
6.2	<p><b>District Council issues (SDC – Stratford District Council)</b></p> <p>Cllr Harvey – report as circulated.</p> <p>Cllr Harvey advised that a system of providing ID by voters is to be introduced in 2023 which could disenfranchise some voters who may not have the specified documents. A discussion ensued and it was proposed that the Mayor write to the local MP to ask that this requirement be removed. An amendment was then made to ask that Polling Cards be an acceptable form of ID.</p> <p><b><u>Proposed by Cllr Booth, seconded by Cllr Tesh, 4 in favour, 2 against, 2 abstentions, motion carried.</u></b> Cllr Dinnie raised a point of order as he thought the Council had been out of procedure regarding the original proposal and amendment.</p> <p>Cllr Harvey advised that the CCTV budget is being discussed due to the high costs of operating and monitoring the system. Potential savings could be made by a reduction in service or Local Councils being asked to make further contributions.</p>
6.3	<p><b>County Council issues (WCC – Warwickshire County Council)</b></p> <p>Cllr Barker advised that she has been involved in many meetings/discussions recently mostly regarding health (Medical Centre GPs and the Ellen Badger), sewerage and water leakage issues (Severn Trent – outcome looking positive) and dog fouling. She has also been liaising with the Warwickshire Association of Local Councils (WALC) regarding these issues.</p>
6.4	<p><b>Blue Light update</b> - Safer Neighbourhood Team, Fire Station, First Responders.</p> <p>SNT report – to follow.</p> <p>First Responders verbal report via the Clerk - a new Public Access Defibrillator has been installed at Burmington Village and that CPR / Defib awareness sessions are available to community groups - please get in touch.</p>
6.5	<p><b>Shipston Forum</b></p> <p>December edition will carry an article covering Remembrance Day along with many adverts for Christmas, Winter and Community/Charity events. The policy for advertising ‘paid for’ events needs to be revisited – i.e. Charitable versus Commercial activity.</p>
6.6	<p><b>Ellen Badger – Community Hospital Review.</b></p> <p>It was proposed that Danielle Oum, Chair of the Integrated Care Board be invited for a meeting with STC to talk with us directly. All in favour. Cllr Dinnie to action.</p>

6.7	<p><b>Stour Health and Wellbeing Partnership</b> Warm Hub and other events going well.</p>
7	<p><b>OPEN FORUM (15 MINUTES DURATION)</b> No matters raised.</p>
8	<p><b>SAFAG WORKING GROUP</b> Report as circulated. Mr Smith advised that a productive meeting with SDC had secured funds for previously agreed schemes. Remaining funds to be used by Severn Trent Rivers Trust and the Environment Agency for additional schemes in the catchment area. The groups work has now concluded for the year. Preventative measures re flooding (tree planting, soil management and dams) are all in place and in very good shape. Succession planning for SAFAG needs to be thought about – schools and youth groups to be approached for potential involvement with mentoring.</p>
9	<p><b>PLANNING COMMITTEE</b> Minutes as circulated.</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> <p>22/03214/FUL Greystones, Stratford Rd Erection of timber fence to provide acoustic attenuation from the noise impact present on the West side of the property.</p> <p><b><u>Objection - the scale being obtrusive, on too big a scale and out of keeping in a rural environment. Proposed by Cllr Tesh, seconded by Cllr Westwood, motion carried unanimously.</u></b></p> <p>22/02695/LBC York House, 14A Church Street</p> <p>Installation of two roof lights to rear elevation, repair of dormers, rebuilding of chimneys, renewal of roof slates and tiles and new cast iron downpipe to front.</p> <p><b><u>No rep – proposed by Cllr Tesh, seconded by Cllr G Kelly, motion carried unanimously.</u></b></p> <p>22/02983/FUL Old Mill House, Village Road, Barcheston Erection of a replacement dwelling.</p> <p><b><u>No rep – proposed by Cllr Tesh, seconded by Cllr Westwood, 6 in favour, 2 abstentions, motion carried. Comment to be made that Cllrs request that there is no impact on the scene of the meadows.</u></b></p> <p>Cllr Tesh advised that Geotextile is to be laid by Linfoot McClean a the Ridgeway Gateway at no cost to the Council.</p> <p>Preferred option by the Planning Committee for EV charge points would be Telegraph Street car park. It was suggested that the spaces in the corner would be a good space – however, the wall is unstable and these spaces are believed to be private.</p>
10	<p><b>GENERAL PURPOSES WORKING GROUP</b> Verbal update. Cllr Cox advised that a meeting hadn't taken place last month due to holidays and ill health. Next meeting is to take place this Thursday. Clerk to contact the Cornock family re wording of a memorial plaque on the Church bench.</p>

11	<p><b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP)</b> Minutes as circulated.</p> <p><b><u>Recommendation that Council approves £5000 expenditure for the 7 Gateway signs identified by WCC Highways. Proposed by Cllr Dinnie, seconded by Cllr Westwood, 6 in favour, 2 abstentions, motion carried.</u></b></p> <p><b><u>Recommendation that Council approves £99.40 expenditure for the purchase of 20 1.8m x 100 diameter treated fence posts to support the boundary fence at Cornmill Meadows (Cotswold Volunteer Wardens to install). Proposed by Cllr Dinnie, seconded by Cllr H Kelly, motion carried unanimously.</u></b></p> <p>Cllr Dinnie proposed that STC sign their land owner agreement for Cornmill Meadows with Warwickshire Wildlife trust to allow them to plant along our hedge line. Agreed in principle.</p>
12	<p><b>COMMUNICATIONS WORKING GROUP</b> Verbal update. Social media all up to date. Remembrance Day streaming had received 400 plus views. Cllr Dinnie suggested that Cllr Beckett join this Working Group – to be discussed at Staffing Working Group.</p>
13	<p><b>FINANCE WORKING GROUP</b> Minutes as circulated.</p> <p><b><u>Recommendation that Council approves £500 towards the cost of a stairlift at the Sports and Social Club (agreed in principle at the October meeting). Proposed by Cllr Cooper, seconded by Cllr Westwood, motion carried unanimously.</u></b></p>
14	<p><b>FINANCIAL MATTERS</b> Invoices for approval as circulated and listed – October/November 2022.</p> <p>Verbals added:</p> <p>Pink Connect – telephone/broadband - £134.76 Sports Club – stair lift - £500.00 EON Next – NCH electricity - £207.64 Lloyds Bark – charges - £18.11 Waterplus – water - £44.99</p> <p><b><u>Approval to accept invoices as listed for October/November 2022.</u></b> <b><u>Proposed by Cllr Cooper, seconded by Cllr G Kelly. Motion carried unanimously.</u></b></p> <p>Query regarding invoices from Loddors re Ridgeway – Clerk to investigate.</p>

15	<p><b>STAFFING WORKING GROUP</b> Verbal update.</p> <p>Cllr G Kelly led a discussion regarding: Attracting new Councillors, Councillor profiles, mentoring of new Councillors and the Councillors handbook. Profiles on the website need updating/adding and need to be of a consistent template. It was thought that we could run an article every month in the Forum concentrating on one Cllr and what it means to them. Street Reps to attend Council meetings to be considered. Signing up to the Civility and Respect Pledge to be discussed next month. Clerk to resend the link.</p> <p><b><u>Recommendation that Council approves the Terms of Reference for the Staffing Working Group. Proposed by Cllr G Kelly, seconded by Cllr Dinnie, motion carried unanimously.</u></b></p>
16	<p><b>YOUTH WORKING GROUP</b> Verbal update.</p> <p>New Chair to be appointed following Cllr Madams standing down as a Cllr. Terms of Reference to be drawn up. Schools and youth groups to be engaged with. Year 10 students had attended Cornmill Meadows and have been very enthusiastic, knowledgeable and focused on planet and climate issues.</p>
17	<p><b>SPORTS CLUB WORKING GROUP</b> Verbal update.</p>

	<p>Council need to have a better understanding of the Sports Club’s finances and financial models in order to give on-going financial support as a community asset. This is particularly in relation to a request for a proposed change of lease for the football section in order for them gain funding to improve facilities and play at a higher league.</p> <p><b><u>Recommendation that Council approves that this Working Group becomes a Sub Working Group of the Finance Working Group. Proposed by Cllr Cooper, seconded by Cllr Westwood, motion carried unanimously.</u></b></p>
18	<b>DATE OF NEXT MEETING – Monday 12<sup>th</sup> December 2022.</b>

The meeting closed at 2115 hrs.

Signed: .....Date: .....

Councillor M Westwood (Mayor, Shipston on Stour Town Council)

**(APPENDIX A ATTACHED)**

<b>EXPENDITURE APPROVAL LIST - OCTOBER 2022 (Meeting 10th October 2022)</b>		
<b>PAYEE</b>	<b>DETAILS</b>	<b>GROSS PAYMENT</b>
Redwax	Inv.7761 - Managed IT Support and Microsoft 365 Business Standard and Basic (1/10/2022)	£294.51
Busy Biz	Inv.503 - Forum Services (October 2022 edition)	£237.50
Talacom	Inv.18294 - Forum editorship (October 2022)	£930.00
KMS Litho	Forum printing (September 2022 edition - 4000 copies (invoice to follow) Inv. 24665	£1,075.00
Lawns to Mow	Inv.120STC - Town Contract (September 2022)	£6,948.00
Warwickshire Pension Scheme	Staff pensions (September 2022)	£1,696.47
HMRC	Staff NI/PAYE (September 2022)	£1,306.79
Council Staff	Salaries (September 2022)	£5,002.56
Stephi Paul	Inv.3327 - Payroll services - September 2022	£21.00
Dor-2-Dor	Delivery of October Forum (invoice to follow) Inv. 0079	£252.00
WALC	Inv.22172 -Contracts and Procurement (HM)	£36.00
WALC	Inv.22173 - Playground Inspection Training - Cllr. Cox	£42.00
WALC	Inv.22174 - Allotment Tenancy Agreements and Policies - Cllr.Cox and DN	£72.00
WALC	Inv.22180 - Contracts and Procurement - Cllr. Booth	£36.00
WALC	Inv.22225 - Chairmanship Skills - Cllr. G. Kelly	£36.00
WALC	Inv. 22442 - Councillor Fundamentals (Induction) (JT)	£36.00
WALC	Inv.22256 - Cemetery and Churchyard Management - (HM and DN)	£72.00
WALC	Inv.22257 - Cemetery Memorial Safety and Sustainable Memorialisation (HM and DN)	£72.00
WALC	Inv.22313 - CiLCA Introduction Unit 1 (HM)	£54.00
WALC	Inv.22314 - CiLCA Units 2 and 3 (HM)	£54.00
WALC	Inv.22315 - CiLCA Units 3 and 4 (HM)	£54.00
WALC	Inv.22316 – CiLCA Unit 5 and summary (HM)	£54.00
Online Office Products Ltd	Inv.25635 - Black cartridge for Brother printer in NCH	£38.44
EFX Ltd	Inv.86480 10 x New Councillor neck medals	£444.00

Konica Minolta	Inv.1162292504 -Photocopying costs at New Clark House 3.6.2022 - 2.9.2022	£17.36
Edge IT Systems Ltd	Inv.35681 - Epitaph and AdvantEDGE online - 5 year contract	£1,645.08
Trevor Gill	Internal Audit fees for year ending 31.3.2022	£600.00
TreeTech	Inv.2009 – Tree work at Railway Crescent, Shipston	£408.48
<b>Direct Debits / Card payments (Contracts in place)</b>		
e-ON Next	Inv.KI-82A8288D-0012 - Electricity at New Clark House - 1.8.2022 - 31.8.2022 (direct debit)	£210.99
Water Plus	Inv.06819078 - New Street allotments water rates 3.8.2022 - 3.9.2022 (direct debit) (amended bill following credit)	£10.07
Water Plus	Inv.06921316 – New Street allotments water rates 3.9.2022 – 3.10.2022 (direct debit)	£31.50
Water Plus	Inv.06802192 - New Clark House water rates 9.8.2022 - 9.9.2022 (direct debit)	£44.99
Lloyds Bank	Inv.378738300 - General account charges July-August 2022 (direct debit)	£18.46
Zoom	Inv.167456494 - Online meeting subs September-October 2022 (card payment)	£14.39
Pink Connect	Inv.388119 - Telephone/Broadband - August 2022 (card payment)	£134.76
The Cottage Garden	Flower tribute from STC for HM Queen Elizabeth 11 (card payment)	£22.50
<b>SAFAG</b>		
Esri UK	ArcGIS Desktop Advanced Annual Renewal 2022-2023	£150.00
<b>For information (already approved at previous STC meetings)</b>		
Playforce	Inv.0000024941 - Final invoice for works re. Quotation 133857	£10,667.33
<i>Approved at STC Meeting of 12.7.2021 (£50,000)</i>		



