



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE FEBRUARY MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.00 PM ON MONDAY 8TH FEBRUARY 2021

Present: - Town Cllrs: S. Saunders (Mayor), J. Barker, I. Cooper, P. Cowley, P. Cox, J. Dinnie, F. Ivens, V. Murphy, P. Tesh, M. Westwood, P White

Public: 2 Press: 1 WCC & SDC: Cllrs. J. Barker and T. Harvey Clerk: E. Gilkes and D. Neath

INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council, welcomed attendees to the February Town Council meeting which, due to restrictions of COVID-19, was held via the 'Zoom' platform. Elizabeth Gilkes, a CiLCA qualified clerk, was standing in for the Clerk. Cllr. Saunders stated that EV report of item 6 would be discussed at the beginning of reports as guests presenting.

1 **APOLOGIES FOR ABSENCE** – Cllr. Timms. (Cllr Kelly not present)

2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – None

3 **TO NOTE DISPENSATIONS RECEIVED BY THE CLERK** - None

4 **MINUTES OF PREVIOUS MEETING**

Cllr. Cooper proposed that the minutes of the meeting held on 11th January 2021, be accepted as a true and accurate record - seconded by Cllr. Barker – 10 for – 1 abstention – motion carried

5 **CLERK'S REPORT** - Report noted.

6 **REPORTS**

6.1 Presentation by Rosie Coyle, Assistant Transport Planner, Warwickshire County Council to expand on a proposal for electric vehicle charging points with grant funding. Two locations proposed in High Street and Sheep Street. Discussion re benefits of future proofing town by promoting electric charging points versus taking quick turnover parking spaces out of operation, even if mixed use for all vehicles. Feasibility of using car parks rather than on street parking was discussed and particularly New Street Car Park as under control of Town Council. All felt that having charging points would be of benefit to the town and general view was that Old Pettiphers Garage would be a perfect location and suggestion made that any future application by Tesco should include provision for charging points. WCC would pay extendable 3 yr maintenance contract.

Cllr. Saunders proposed that STC support both locations for electric vehicle charging points in principle, seconded by Cllr. Barker – 9 for – 2 objections – motion carried

6.2 **Town Councillors**

- Cllrs Cowley, Ivens, Murphy, Tesh, Westwood, White – no reports.
- Cllrs. Dinnie and Cooper had received comments from member of public which had been forwarded to the Planning Committee. Cllr. Dinnie mentioned state of litter along Darlingscote Road – will be discussed with TH later.
- Cllr. Cox also raised problem with litter along Campden Road.
- Cllr. Barker informed that she was investigating street lighting complaints with Orbit and WCC Highways.

6.3 **County Council** – Cllr. Jo Barker

- *County Council budget update* – Cllr. Barker informed of £1.3m funding set aside for suicide/bereavement/mental health services. Also money for Dementia café, the development of a Children's Home and help with those discharged from hospital to overlap with Social Care. Cllr. Barker will forward details of voluntary sectors where money is going to Cllr. Westwood.
- *Drains* – Money being heavily invested in clearing drains.
- *Dropped kerbs* – Also being considered.
- *Footpaths* – Cllr. Cooper asked if a list of footpaths needing attention could be forwarded to WCC for attention.

6.4 **District Councillor - Cllr. Trevor Harvey**

- *Budget* – Cllr. Harvey informed that the consultation period has now finished and responses to feedback received will be discussed at Cabinet Meeting on 9.2.2021. The budget will be proposed on 22.2.2021 with a £5 increase on Band D property highly likely (£15 increase for Police and £90 County Council)

- *Green Waste subscription* – Over 17,000 permits have been issued during first 3 weeks. Early Bird offer until 28.2.2021.
- *South Warwickshire Council* – Cllr. Harvey informed that both SDC and Warwick DC working closely together and an advisory group is currently considering a South Warwickshire Plan to combine SDC's Core Strategy and Warwick SDC Local Plan. A report to be produced from Deloitte's regarding possible amalgamation of Warwick and SDC to form South Warwickshire Council.
- *Traveller site at Darlingscote Road cross roads* – Cllr. Harvey reported that WCC had served a notice – Section 25 Land Drainage Act 1991, requesting the ditch be dug out within 21 days. An option for WCC to carry out work, recover expenses from landowner and prosecute. Cllrs. Barker and Seccombe also involved as neighbouring parishes. He informed that a hedge had been taken out and replaced with a fence but as a residential plot, no action could be taken.
- *Litter at Darlingscote Road* - Cllr. Harvey reported he had requested additional litter picking along this road and will keep pressure on WCC.
- *Business Grants* – SDC has been able to help local businesses.
- *Pettipher's Garage* – Cllr. Harvey will investigate the possibility of implementing Section 215 of the Town and Country Planning Act 1990 in view of the condition of the poor and unsightly land buildings now owned by Tesco.
- *Electric car charging points* – Cllr. Harvey felt that these would be better placed in the town car parks but if in High Street, restricted to one hour.

6.5 **SNT** – Report from SNT- January – February 2021 noted. Councillors expressed concern over staff shortages in Shipston. Cllr. Westwood informed that the Police Crime Commissioner, Mr P. Seccombe was aware of this. Councillors also concerned over high number of mental health cases reported in the month. (Report attached – Appendix B)

6.6 **Shipston Forum** –Editor Mr Rowland.
Mr Rowland informed that March's edition would include reports from the Rotary Club, Probus, Shipston Proms and the U3A. There would also be an advert for the Food Bank and the Little Shipstonians would include a Spring Trail.

6.7 **Shipston Area Flood Action Group (SAFAG)** – Cllr. Saunders expressed congratulations to SAFAG for their sterling efforts. Cllr. Cooper informed that SAFAG would be attending next month's STC meeting to discuss plans for the following year.

6.8 **Youth Working Group** – No update this month.

6.9 **Ellen Badger/Health & Well Being** – No update this month.

7 **OPEN FORUM FOR PARISHIONERS** – No one present

8 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
Chair of Planning Committee – Cllr. P Tesh.
Minutes of Planning Committee meetings held on 11th January and agendas/minutes of meetings held on 21st & 25th January 2021 noted, along with agenda for Planning Committee held today (8th February). Verbal update by Cllr. Tesh on discussions at earlier meeting as below:

NEW PLANNING APPLICATIONS

- **20/03665/FUL - 60 Donnington Road** - Construct single storey flat roof rear extension **No rep.**
- **20/03638/FUL – Bramleys, Darlingscote Rd** – Conversion of a domestic garage to ancillary accommodation. **(Two applications submitted – see below).**

PLANNING APPEALS

- **20/02534/LDP – Bramleys, Darlingscote Rd** – Proposed garage conversion. **Planning Inspectorate Reference Number: APP/J3720/X/20/3264781.** Appeal by way of written representations before 15th March. **Planning Committee to submit comment highlighting fact hedge has been removed (not included in Planning application).**

PLANNING AMENDMENTS/VARIATIONS

- **20/02912/VARY – Land adjacent to The Ridgeway, London Road** – Vary condition 2 (approved plans) of planning permission 17/02741/FUL to allow for minor changes to the approved plot, site layout plan and materials (Amended details and condition discharge). **Concerns on outfall to Pigbrook – discussions with developer.**

PLANNING APPLICATIONS WITHDRAWN

PLANNING DECISIONS FOR NOTING

- **20/03212/FUL – 6 The Maldens** – Single storey rear lean-to extension – **Permission with Conditions**
- **20/02086/FUL – Clark House, West St** – Change of use from A1 retail to D1 – **Permission with conditions**
- **20/01731/ADV – Clark House, West St** – Two fascia signs – **Permission with conditions**

OTHER PLANNING/INFRASTRUCTURE MATTERS

- **Draft Gypsy and Traveller and Travelling Showpeople Supplementary Planning Document (SPD)** - Notification of public consultation. (Consultation ends 19th February) – **Extraordinary Planning Committee meeting will be held to discuss this separately.**
Full details to be found on SDC website here: <https://bit.ly/38jwrDV>
- **HNS Survey – Planning Committee have amendments for ARC4. Will update STC when revised**
- **WCC** – Grant funding for WCC to install on street electric vehicle charging points. Phase 2 - **Already discussed.**

9 **GENERAL PURPOSES WORKING GROUP (GPWG)** – Chair – Cllr. Cox. Agenda and notes of meeting held on 28th January noted.

- 9.1 **Recommendation:** To accept quote from STC maintenance contractors, Lawns 2 Mow, for supply and spread of granite stone around the chapel and cemetery entrance driveway at a cost of £775- £925 plus VAT (labour costs estimated)
Cllr. Cox proposed that quote for £775-£925 plus VAT be accepted - seconded by Cllr. Cooper – 11 for – unanimous – motion carried
- 9.2 **Recommendation:** To consider appointment of a surveyor/quantity surveyor to assess the cemetery chapel for an up to date report on the condition of the building and potential costs of repair.
It was noted that 2-3 quotes be obtained and costs agreed beforehand. Cllr. Saunders suggested that The Victorian Society may have a specialist who could help.
Cllr. Cox proposed that a surveyor/quantity surveyor be appointed as above - seconded by Cllr. Cowley – unanimous for – motion carried
- 9.3 **Recommendation:** To agree complete replacement of the flagpole outside New Clark House, subject to acceptable quotes.
Noted that current flagpole inherited from Police and has never worked properly. No warranties available and repairs costly as a very specialised job.
Cllr. Cox proposed that, subject to acceptable quotes, a complete replacement of the flagpole outside NCH be carried out, - seconded by Cllr. Westwood – 11 for – unanimous – motion carried
- 9.4 **Recommendation:** To gather opinion from local residents on what type of play equipment might be enjoyed at Queens Avenue Play area with a view to inviting quotes for replacement.
Cllrs discussed importance as a real community asset to include landscaping. Residents to be invited to next GPWG.
Cllr. Cox proposed that local residents be consulted with regard to replacement play equipment for Queens Avenue Play area - seconded by Cllr. Westwood – 11 for – unanimous – motion carried
- 9.5 **Recommendation:** To remove a litter bin in Sheep Street at the request of a resident
Discussion took place over removal or re-siting of litter bin but Councillors felt the bin should be left where it is.
- 10 **HERITAGE, AMENITIES AND LEISURE PROJECTS (HALP) – Chair, Cllr. Cowley.** Agenda/ Minutes of meeting of 27th Jan noted. Cllr. Cowley informed Councillors that he was following up the riverside lease with a different solicitor from the same company as the one appointed had retired. A guest from SDC (Business Enterprise) had been present at the meeting – ‘Shakespeare’s England’ & ‘Visit Warwickshire’ initiative will be discussed at the next HALP meeting.
- 11 **COMMUNICATIONS WORKING GROUP (CWG) – Chair - Cllr. White.**
No report this month.
- 12 **FINANCE WORKING GROUP – Chair – Cllr. Cooper.** No reports this month.
- 13 **FINANCIAL MATTERS - Invoices for approval - as listed January/February 2021 (See Appendix A)**
Cllr. Saunders proposed that all invoices are paid, seconded by Cllr. Cooper – 11 for – unanimous - motion carried
- 14 **STAFFING WORKING GROUP**
Cllrs. Saunders & Cooper outlined details of the submitted ‘expression of interest’ for funding under the Government Kickstart Scheme for STC to provide two job placements for 16-24 year olds at risk of long term unemployment. Scheme provides 6 month placements for minimum of 25 hours per week. Agreement to be submitted to Coventry and Warwickshire Chamber of Commerce by 18th February 2021. Concern was expressed over timing of Kickstart placements whilst current staff are working from home. The application closing date for employing the kickstarters is 31st December 2021 and Cllr Saunders noted that STC could withdraw. Once agreed, the Staffing Working Group will consider the next steps.
Recommendation: That the council agree in principle to accept the offer of grant funding for the appointment of up to two employees under the Government Kickstart Scheme, authorising the Clerk to sign the contract with Coventry and Warwickshire Chamber of Commerce on behalf of the Town Council
Cllr. Saunders proposed that the council agree in principle to accept the offer of grant funding for the appointment of up to two employees under the Government Kickstart Scheme, authorising the Clerk to sign the contract with Coventry and Warwickshire Chamber of Commerce on behalf of the Town Council - seconded by Cllr. Cooper – 10 for – 1 abstention - unanimous – motion carried

Meeting closed at 8.51 pm. Cllr. Saunders expressed thanks to Mrs Gilkes for stepping in at short notice to Clerk the meeting.

DATE OF NEXT MEETING - Monday 8th March 2021

Signed: Date:
Councillor Sheelagh Saunders, Town Mayor, Shipston on Stour Town Council

(APPENDICES A & B ATTACHED)

APPENDIX A: EXPENDITURE APPROVALS LIST

EXPENDITURE APPROVAL LIST - February 8th 2021		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv - Managed IT support (Inv 6386 01/02/21)	£ 195.00
Redwax	Inv 6359- 365 office (24/1/21)	£ 9.48
Busy Biz	Forum services (Feb edition - Inv 294)	£ 237.50
Talacom	Forum editorship (Feb edition) Inv 17774	£ 930.00
KMS	Forum printing (Feb edition)	£ 633.00
Lawns to Mow	Town contract (January Inv 100)	£ 7,609.20
	(Incl Sandbags,flood, grit,flytip & maintenance)	
Warks Pension Scheme	Staff pensions (Jan)	£ 995.42
HMRC	Staff NI/PAYE (Jan)	£ 1,049.13
Council Staff	Salaries (Jan)	£ 2,672.82
Stephi Paull	Payroll services (Jan)	£ 14.00
Shipston Cricket Club	2020 Grant award (Inv 0101 120121)	£ 2,500.00
Shipston Youth Club	2020 Grant award (Inv 51802020-AJ)	£ 1,500.00
Eon	NCH electricity Inv H1948A4C1E (Dec)	£ 129.71
Eon	NCH electricity Inv H196B8981B (Jan)	£ 251.36
Water Plus	NCH water Inv 04366433 04/12/20	£ 107.71
SSE Southern Electric	NCH gas Inv 9217211950031/0032	£ 70.81
Land Registry x 3	Mayor Rd Rec/Club/Nursery leases	£ 18.00
Land Registry x 1	Campden Rd (Land adjacent to highway)	£ 3.00
AdvantEDGE	Software renewal plus playground module	£ 1,445.04
Pink Connect	Telephone/broadband Inv 366369-061121 (Oct)	£ 167.35
Zoom	Online meeting subscription - January 2021	£ 14.39
A. Packer	Expenses: Office diaries	£ 8.97
Lloyds Bank	Charges on Tourism Account £7.50 pcm April- Dec	£ 67.50
Water Plus	Invoice 16/4/20 & 16/9/20 not received	£ 130.61
	(TBC these are for cemetery/allotment)	£ 119.21
Note :		
Correction to January's approvals - Waterplus invoice was £93.67 (not £93.47)		

SHIPSTON REPORT – JAN 2021- FEB 2021.

PC1508 SID HAMMOND

The month of January through to February have been a busy one again and with Lockdown 3 taking place it has caused considerable concern and confusion. The interpretation of the rules has been one that has meant that there has been a reiteration of the 'Educate' phase but then there have also been blatant breaches where upon fines are being issued. The team are still functioning with one PC, one PCSO and a volunteer which is proving to be a strain. The Police as a whole have seen a reorganisation take place within where upon frontline officers are taking up roles that were once 'staff' roles. More funding has been secured by the PCC and although it will take time for officers to be in place it is a positive step.

Burglary Dwelling.

There has been one reported burglary throughout the month where upon the offenders did not gain access.

Burglary Business / Other.

There have been four burglaries of this type reported. One of the reports describes an unlocked / open outbuilding being accessed and chainsaw taken. A quad bike was also stolen from a local farm and following quick enquiries from both the SNT and Rural Crime team the quad was recovered. Unfortunately the offenders had left the location.

Theft.

There have been four instances of theft reported throughout this period with three of them relating to wheelie bins being taken. It is not known at this stage where they are going but one theory is that they are taken to assist in cross border crime. We are continuing to forge links with neighbouring Police teams in order to build an intelligence picture.

Criminal Damage.

There have been six reports of criminal damage with five being attributed to graffiti daubed on park equipment and buildings. An appeal has been circulated however no persons dealt with to date. It will be a local person responsible due to the locations selected. Local male assisting with cleaning the graffiti which is very much appreciated as it prevents the offenders from having a platform.

ASB.

There have been four reports of Anti-Social Behaviour however this is not location specific and the reports are isolated.

Mental Health.

There have been thirty cases relating to mental health reported and attended. There has been an upsurge in the number of Mental Health incidents reported and work is ongoing to assist and signpost to the most suitable agency.

COVID 19.

We have responded to thirty two COVID breach reports with five fines issued. Some of the reports are made in good faith and the understanding of the current legislation however there are also a number of malicious reports. Non-essential travel as well as people claiming to have numerous different persons within 'bubble' set up seem to be the main issues.

There have also been two reasonable sized cannabis seizures within the town and this has come about through intelligence from the community as well as Partner agency working.

A male wanted from the Avon and Somerset area was also arrested by the team following some investigation work in connection with the other Force.

Two caravans, two vans and a number of tools were also seized / recovered following a joint SNT/ Rural Crime Team operation with enquiries ongoing.

PC's Matthew Simms and Kate Taylor are the Rural Crime Team officers allocated to assist the Shipston beat area and already making their mark.

Due to the Forums not taking place it has been the responsibility of the team to nominate the three priorities for the coming three month period. They will be:

- 1) Rural Crime focus – Farms, vulnerable business locations.
- 2) Speeding – due to the suspension of the Community Speed watch the team will be looking to get out and carry out Speed checks.
- 3) Drugs – Intelligence building and possible warrants regarding the production and supply of drugs in the Shipston and surrounding areas.