



SHIPSTON-ON-STOUR TOWN COUNCIL

Minutes

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

Present: - Cllrs: S.Saunders (Mayor), J.Barker, I.Cooper, P.Cowley, P.Cox, J.Dinnie, F.Ivens, G.Kelly, P.Tesh, M.Westwood
Public: several **Press:** 1 **WCC & SDC:** Cllrs. J. Barker (left meeting at 8.58 pm) & T. Harvey **Clerk:** A. Packer & D. Neath

INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council, welcomed attendees to the March Town Council meeting which, due to restrictions of COVID-19, was held via the 'Zoom' platform.

- 1 **APOLOGIES FOR ABSENCE** – Cllrs Murphy, Timms and White.
- 2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – Cllr. Barker noted she had been invited to join League of Friends but had not - agenda item 6.8
- 3 **TO NOTE DISPENSATIONS RECEIVED BY THE CLERK** – None.
- 4 **MINUTES OF PREVIOUS MEETING**

Cllr. Saunders proposed that the minutes of the meeting held on 4th February 2021, be accepted as a true and accurate record - seconded by Cllr. Kelly – 8 for – 2 abstention – motion carried

Cllr. Saunders proposed that the minutes of the meeting held on 8th February 2021, be accepted as a true and accurate record - seconded by Cllr. Cowley – 9 for – 1 abstention – motion carried

Cllr. Saunders proposed that the minutes of the meeting held on 15th February 2021, be accepted as a true and accurate record - seconded by Cllr. Cowley – 10 for – unanimous

- 5 **CLERK'S REPORT** - Report noted.
Recommendation from the Mayor: *That the Clerk be authorised to sign and submit Insurance Claim paperwork*
No proposal voted upon. Clerk to continue to liaise with loss adjuster re Sports Club

6 **REPORTS**

6.1 **Town Councillors**

- Cllrs Barker, Cooper, Cowley, Ivens, Kelly – no reports.
- Cllr. Westwood reported on attendance at Shipston Health and Well Being Partnership Meeting. A request from the group for volunteers to become health champions, a commitment for 6 months.
- Cllr. Tesh received a report of an extended garage in Pound Close over footpath. Referred to WCC Highways & SDC.
- Cllr. Cox stated that the overhanging hedgerow in Tileman's Lane has been trimmed back. Suggested that this be considered in the autumn to be included in survey in 2022.
- Cllr. Dinnie had received complaint from Barcheston resident re lights at Ridgeway & Chapel View developments

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

- **County Council Election** – Local elections taking place on 6th May 2021 so will soon be in purdah. Cllr. Barker confirmed she will be re-standing for election.
- **Family Strategy Policy** – Cllr. Barker informed that STC will be a consultee on this policy.
- **Brailes footpath** – WCC Highways not cleared yet as on rolling work programme and will be done in sequence.

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

- **SDC Meeting** – Meeting held on 22nd February when both Stratford and Warwick councillors approved the decision to proceed towards the next stage of amalgamating SDC with Warwick DC to form South Warwickshire Council. Between now and July, there will be a period of consultation and a submission will then go for Government approval for the merger by April 2024.

- **Budget** – Approved by SDC. Band D property to be increased by £5.00 (noting only 75% of total council tax goes to SDC)
- **Car parking consultation** – Consultation was taking place until 26th March> Only one for Shipston was proposal to reduce time in Shipston Leisure Centre car park from three to two hours to ensure it was for Leisure Centre users only, not general visitors to the town
- **Garden waste** – Response to £35 early bird (now closed) offer has proved even more popular than anticipated
- **Darlingscote Road cross roads:** SDC's Enforcement Officer to meet 15th March with Land Drainage, WCC Highways, member of legal team and Cllr. Seccombe. Likelihood that WCC will do the work and attempt to recover the costs.
- **Pound Close** – This is being dealt with by Enforcement team at SDC. SDC have reported case to WCC Highways
- **Ellen Badger hospital application** – Given the enormity of the application, Cllr. Harvey suggested he could arrange a virtual meeting of the South Warwickshire Foundation Trust's planning consultants to brief he & the Town Council on their proposals. This met with agreement by councillors. Cllr. Harvey will liaise with the Clerk to make arrangements.

6.4 SNT – Report from SNT- January – February 2021 noted. Councillors expressed concern over number of thefts, burglaries and criminal damage in the district, along with reports of ASB. The number of mental health cases increasing and 32 reports of Covid breaches was also significant. The news of a new PCSO, Mark Lucas was welcomed. **[Report attached – Appendix B]**

6.5 Shipston Forum – Editor Mr Rowland.
Mr Rowland informed that April's edition would include reports from the Rotary Club, Probus and Shipston Proms. There would also be an article requesting volunteers for local health champions and the Little Shipstonians would include an Easter bonnet competition. A highlight would be the High Sheriff of Warwickshire awards to Shipston residents.

6.6 Shipston Area Flood Action Group (SAFAG) – Presentation given by Phil Wragg, Brian Cooper, Mike McCarthy & Geoff Smith. Councillors were briefed on SAFAG's outline plans for 2021-2022 and a programme of works scheduled from April to August 2021 with funding currently available. This included a mix of natural flood management measures (eg. dams, ponds etc), monitoring projects and Whole Farm Appraisals. Approximately 800 interventions will have been completed by the end of the year, covering 36 watercourses, across a 187 square km area. Geoff Smith will send copy of presentation to the Clerk for onward circulation to councillors. On behalf of the Town Council, Cllr. Saunders congratulated SAFAG members for all their hard work.

6.7 Youth Working Group – No update this month.

6.8 Ellen Badger/Health & Well Being – No one from SWFT present but Cllr. Harvey will arrange meeting for SWFT planning consultants to meet with STC to discuss proposals. Cllr. Saunders reported on letter received from The League of Friends asking for STC support as they felt it was looking less likely that an inpatient hospital would materialise in Phase 2. Further discussion to take place at next STC meeting after meeting with SWFT members.

7 PRESENTATION OF HIGH SHERIFF AWARDS

Guest Mr Joe Greenwell CBE DL, High Sheriff of Warwickshire – to present High Sheriff's Achievement Awards.
Cllr. Saunders welcomed the High Sheriff to the Town Council meeting. Following nominations received from Shipston Mayor, the High Sheriff awarded the following:

Mrs Charlotte Haines – Described as a lynch pin in the local support group created at the very start of the pandemic, Charlotte Charlotte organised a team of volunteers to provide help to those in need and the group continues to do so. The COVID Support Group (Shipston SOS) also extends outside of Shipston to local villages too. Mr Greenwell commended her community involvement with Shipston Proms and other groups in the town, whilst juggling running a business and family

Mrs Linda Cornock – Award given in recognition of her contribution to Shipston using her knitting, crochet and needlework skills, having set up the Shipston Knitting and Crochet Guild. Her creations have been displayed at the Wool Fair, Victorian Evening, Remembrance Day and other events in the town. During the pandemic, Linda has been consistently making fabric masks for the local community with the money raised going to Shipston First Responders and Shipston Home Nursing.

Dr Sue Pritchard – Described as a remarkable woman, a posthumous award was given for Dr Sue Pritchard and was accepted by her husband Michael Booth. The High Sheriff read out her nomination for a Fellowship of the Royal College of GPs for her care and advocacy of the most disadvantaged patients; her ability and knowledge of the networks of statutory and voluntary sectors which enabled her to resolve or improve some of the most intractable problems. She also led a community initiative - DASH (Drugs Action Shipston); she was the lead clinician in setting up Dementia care in the practice, including the community Dementia cafe, to support Dementia sufferers and their carers. The nomination also referenced her involvement and commitment to teaching; for supporting and developing staff members as well as caring for them in a pastoral sense. More recently, Sue had been instrumental in setting up Walking for Health – a forerunner of the health walks that exist around the county today. Sue was passionate about encouraging movement, exercise and mindfulness and was instrumental in creating Activ08 which also occurred in 2011, to promote the various sports clubs and societies in the town and the importance of exercise in retaining our wellbeing.

8 OPEN FORUM FOR PARISHIONERS – None

- 9 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
 Chair of Planning Committee – Cllr. P Tesh.
 Verbal update by Cllr. Tesh on discussions at Extra Ordinary Planning Committee meeting earlier as below:
- NEW PLANNING APPLICATIONS**
- **21/00196/FUL - 35 Bosley Close** - Replace single storey side extension and rear conservatory with two storey side extension and rear single storey extension. **No Rep.**
- PLANNING APPEALS**
- **20/02067/OUT – Springfield Farm Rise, Springfield Farm** - Planning Inspectorate Ref APP/J3720/W/20/3262697 – **Appeal Dismissed.** Cllr. Saunders expressed thanks on behalf of STC for Cllr. Tesh’s help and advice with this.
- PLANNING AMENDMENTS/VARIATIONS**
- **20/03665/FUL – 60 Donnington Road** - Construct single storey flat roof rear extension and new flue, addition of door to the side elevation of dwelling (Amended). **No Rep.**
 - **20/03638/FUL – Bramleys, Darlingscote Road** - 20-43-12 Rev A & 20-43-11 Rev A - Water butt and Bird Box added to plans. (For information only - A consultation response is not being sought). **Planning Committee preparing an objection to be sent to the Planning Inspectorate.**
 - **21/00331/VARY – 28 Manor Lane** – Proposing just 1 hipped roof on side extension. **No Rep.**
- PLANNING APPLICATIONS WITHDRAWN** – None
- PLANNING DECISIONS FOR NOTING**
- **20/03392/FUL – Darlingscote Road** – Installation of two public space CCTV cameras – **Permission with Conditions**
- OTHER PLANNING/INFRASTRUCTURE MATTERS**
- **Notice CA17 – Hanson Track.** *Discussion as to whether this is to try to restrict the use of the footpath*
 - **Pound Close** – Obstruction of footpath by extended building – **Planning Enforcement. Waiting for response from WCC Highways.**
 - **17/01920/FUL – Pettiphers Garage, Church Street** – **Planning Enforcement. Proposed fence around site not yet been erected. Cllr. Harvey will follow up.**
- Date of next scheduled meeting of the Planning Committee - Monday 22nd March 2021
- 10 **GENERAL PURPOSES WORKING GROUP (GPWG) – Chair – Cllr. Cox. Agenda and notes of meeting held on 25th February noted.**
- **Reported tree complaints; Marshall Avenue – tree overhanging property, Oldbutt Road – dead tree on STC controlled land (in addition to any identified on tree survey), Husbandsmans Close – branches extending to house.**
- Recommendation: That 3 quotes from Treetech totalling £571.35 be accepted for work to be undertaken on trees at Marshall Avenue, Oldbutt Road and Husbandsmans Close.*
- 10.1 **Cllr. Westwood proposed that 3 quotes from Treetech totalling £571.35 be accepted for work to be undertaken on trees at Marshall Avenue, Oldbutt Road and Husbandsmans Close - seconded by Cllr. Saunders – 10 for – unanimous – motion carried**
- The Clerk to investigate templates for a tree policy which outlines when action to be taken to address complaints about trees for which STC have responsibility for. To be considered further by the GPWG.
- **Railway Crescent; Replacement planting on STC land (around play area) of trees previously removed due to disease.**
- Recommendation: To instruct Treetech to plant 9 cherry trees in Railway Crescent including a 2 year maintenance plan, total cost £2833.60.*
- [Cllr Barker left the meeting]
- 10.2 **Cllr Saunders proposed that as the meeting was nearing two hours, that it continue, seconded by Cllr Cooper – unanimous for – motion carried**
- 10.3 **Cllr. Cox proposed that the Clerk consult Treetech to ascertain further information regarding size of trees etc - seconded by Cllr. Westwood – 9 for – unanimous – motion carried**
- **Skate Park Lease** – Lease from SDC expired end of January 2021 and is offered for renewal.
- Recommendation: To agree in principle renewal of lease of Skate Park from SDC, paying costs of £350 and £1 per annum rent ‘if demanded’, funded from playground maintenance budget (Subject to consideration of terms of lease by FWG)*

10.4 **Cllr. Saunders proposed that the lease of Skate Park from SDC be renewed for 5 years, at a cost of £350 and £1 per annum rent 'if demanded', to be funded from playground maintenance budget (subject to consideration of terms of lease by FWG) - seconded by Cllr. Cox – 9 for – unanimous – motion carried**

- **Band Hall works** – Arranged, organised and supervised by the Band

Recommendation: To grant permission for Band Hall to commence work on installing ventilation to their building.

Cllr. Cowley proposed that permission be granted to the Band Hall to commence work on installing ventilation to their building - seconded by Cllr. Westwood – 9 for – unanimous – motion carried

Letters to be sent to nearby residents before work commences.

11 **HERITAGE, AMENITIES AND LEISURE PROJECTS (HALP)** – Chair - Cllr. Cowley. Agenda and minutes of meeting of 24th February noted.

- **Land at Ridgeway**

Cllr Cowley/Clerk investigating the appropriate mechanisms for managing the Ridgeway Project, including the potential for forming a CIO of necessary.

12 **COMMUNICATIONS WORKING GROUP (CWG)** – Chair - Cllr. White – not present. No report this month.

13 **FINANCE WORKING GROUP** – Chair – Cllr. Cooper.

SAFAG:

Recommendation from Cllr Cooper: That the SAFAG budget for April to June as outlined in SAFAG's report is approved.

Cllr. Cooper proposed that the SAFAG budget for April to June 2021 as outlined is agreed in principle, subject to setting up a formal SAFAG Working Group reporting to STC - seconded by Cllr. Dinnie – 9 for – unanimous – motion carried

14 **FINANCIAL MATTERS** - Invoices for approval - as listed February/March 2021 [See Appendix A]

Verbally added by the Clerk :

Invoice SSE Gas £271.89 (NCH) and approx cost of £220 for extra stone required from Webbs for cemetery drive in addition to previously agreed Lawns 2 Mow quote.

Cllr. Saunders proposed that all invoices are paid, including SSE and that the cemetery stone is budgeted from cemetery skip reserve, seconded by Cllr. Cooper – 9 for – unanimous - motion carried

Meeting closed at 9.27 pm.

DATE OF NEXT MEETING - Monday 12th April 2021

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

(APPENDICES A & B ATTACHED)

APPENDIX A TO MINUTES OF 8TH MARCH 2021

EXPENDITURE APPROVAL LIST - MARCH 8th 2021		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv - Managed IT support (Inv 6438 01/03/21)	£ 195.00
Redwax	Inv 6412- 365 office (24/02/21)	£ 9.48
Busy Biz	Forum services (March edition - Inv 303)	£ 237.50
Talacom	Forum editorship (March edition) Inv 17795	£ 930.00
KMS	Forum printing (March edition)	£ 633.00
Lawns to Mow	Town contract (February Inv 101)	£ 6,204.00
Warks Pension Scheme	Staff pensions (Feb)	£ 995.42
HMRC	Staff NI/PAYE (Feb)	£ 1,048.93
Council Staff	Salaries (Feb)	£ 2,673.02
Stephi Paull	Payroll services (Inv 2710 Feb)	£ 14.00
Elizabeth Gilkes	Locum Clerk fees incurred 8th Feb 2021	£ 75.00
Eon	NCH electricity Inv H19803A089 (16/02/21)	£ 98.00
Eon	Chapel electricity (Nov-Jan)	£ 55.60
Land Registry x 1	Driftway (Planning Enforcement) 18/02/21	£ 6.00
Land Registry x 1	Land at Hansen Fields 22/02/21	£ 6.00
Land Registry x 1	Sports Club, London Rd (Lease) 22/02/21	£ 6.00
Zoom	Online meeting subscription - February 2021	£ 14.39
Lloyds Bank	STC General Account - charges Dec-Jan	£ 9.68
Lloyds Bank	STC General Account - charges Nov-Dec	£ 11.06
Lloyds Bank	Tourism Account charges (Dec-Jan)	£ 7.50
Water Plus	Cemetery water rates (Inv 04602091)	£ 137.16
Pink Connect	Telephone/broadband - January (Inv 369038)	£ 208.99
Andrew Hince	NCH Window Cleaning (3/02/21)	£ 20.00
Verbally added by Clerk at the meeting:		
SSE	NCH Gas (Quarter 4)	£ 271.89
Agree a cost of £220 plus VAT for extra stone from Webbs for cemetery drive (to budget from cemetery skip reserve)		

APPENDIX B TO MINUTES OF 8H MARCH 2021

SHIPSTON REPORT – FEB 2021- MARCH 2021 - PC1508 SID HAMMOND

February has taken much of the same run as January did with 'Lockdown' still being in place and much of the hospitality providers closed. With the news of the staggered opening of venues and the opportunity for family and friends to start meeting up we are hoping that the positive attitude that has embraced the beat area of Shipston continues.

The team have welcomed PCSO Mark Lucas on board to assist the team following the departure of Fin. Mark has come over from the Alcester area and is familiar with rural Policing.

Burglary Dwelling.

There have been no reported dwelling burglaries within the beat area. There has been some cross border activity in areas such as Chipping Norton and Chipping Campden. Patrols continue and intelligence is shared with bordering Forces.

Burglary Business / Other.

There have been two business burglaries reported over the area which were in close vicinity of each other at similar time and involved the entering of an outbuilding with tools taken.

Theft.

There have been seven theft offences reported with four being waste bins taken from outside properties. Two of the thefts occurred at Rollright where upon persons have left items on show within the vehicle. There was also a theft of motor vehicle reported which was recovered by Police and offender dealt with.

Criminal Damage.

There have been two reports of criminal damage and it has been vehicle tyres that have been drilled which is believed to be a targeted and isolated crime. Enquiries with the Rural Crime Team are ongoing.

ASB.

There have been six reports of Anti-social behaviour which although relatively low have all occurred in Shipston and two of which have taken place at the High School with vehicles attending the site and youths identified using the facility.

Mental Health.

Police have been called out to twenty four mental health incidents and work is ongoing with the partner agencies to be in a position to support and offer the best help available.

COVID19.

There have been thirty seven reports of COVID breaches over the area. Eight fines have been issued and all of the reported breaches have been attended. As previously reported some of the calls are made in good faith although we are also seeing a rise in malicious calls.

The team are continuing to work through the priorities set detailed in the last report. Farm mapping is an initiative that is being pushed where a database is being set up to aid farmers and record information relating to type of farming, land and livestock. Rural Crime team are the lead but it is a joint project going forward.

An update regarding two burglaries that were reported in December have been detected with the suspect sentenced to a term in prison.

A drugs warrant that was also executed last year has resulted in the suspect being sentenced to four and a half years in prison.