



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF 8TH NOVEMBER 2021 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON-ON-STOUR AT 7.00 PM

Present: Cllr: I. Cooper (Chair), A. Booth, P. Cox, J. Dinnie, G. Kelly, S. Madams, V. Murphy, T. Shickle

Public: 7

Press: 1

WCC & SDC: Cllr. T. Harvey

Clerks: H. Morgan and D. Neath

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllrs. Barker, Tesh, White and Westwood.
2	DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (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	TO NOTE REQUEST FOR DISPENSATIONS RECEIVED BY THE CLERK None received.
4	CO-OPTION OF COUNCILLORS Mr Tony Booth and Mrs Shirley Madams had gone through the STC process to be co-opted as Town Councillors. <u>Proposal to co-opt Mr Tony Booth and Mrs Shirley Madams to be Town Councillors, proposed by Cllr. Shickle, seconded by Cllr. Cooper. Motion carried unanimously.</u> They were formally welcomed to the Council and invited to take their places at the table for the meeting. The Clerk will contact them directly with regard to their induction. A further applicant for a position on the Town Council has yet to go through the co-option process.
5	GUEST SPEAKERS INVITED BY THE MAYOR
5.1	Shipston – Dementia Friendly Town (Mrs F Ivens, Trustee, Mental Health and Wellbeing) Mrs Fay Ivens updated Councillors on efforts to re-establish the Dementia Friendly Town committee which had lapsed due to the impact of the pandemic and the passing of Dr Sue Pritchard, who spearheaded the creation of the initiative eight years ago. A group will be meeting soon to discuss how to take things forward and Mrs Browns Tea Rooms has already been approached and agreed to function as a "Dementia-friendly space". Cllr. Cooper expressed his support on behalf of the Council and offered any help required with promoting it via the Forum and social media. Councillors invited to attend the Dementia Friendly session at White Bear later this month.
5.2	Shipston High School (Mr T Wilson, Chair of Board of Governors) At the invitation of Cllr. Cooper, Mr Tim Wilson, Chair of Governors, provided an update on school results. He highlighted the recent excellent exam results and the very high demand for places. The school currently has an agreed intake size of 120 (130 were admitted this year through an agreement with WCC) and there are plans to expand facilities to enable this to be increased to 150 in the future. Mention was also made of ongoing efforts to monitor the mental wellbeing of staff and students. School will make contact with Health & Well Being

	Partnership. Noted that security fence will soon be erected. Councillors to inform Clerk of any questions they wish to raise with Mr Wilson at his next attendance at an STC meeting.
6	<p>MINUTES OF THE LAST TOWN COUNCIL MEETING – To confirm minutes of the Meeting which took place on Monday 11th October 2021. Page 3, item 9 – Angela’s Meadow/Chapel View S106 Agreement – amendment as follows:</p> <p>.....play equipment have been ‘proposed’ (not erected).</p> <p><u>Proposal to accept Minutes of 11th October as a true and accurate record with above amendment, proposed by Cllr. Murphy and seconded by Cllr. Dinnie. 6 for, 2 absentions - motion carried.</u></p>
7	CLERK’S REPORT - Report noted.
8	REPORTS
8.1	<p>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council) Cllrs.Booth, Kelly, Madams, Shickle - no reports. Cllr. Cox informed of delivery of new picnic benches at Sports and Social Club. Height barrier to be completed this week. Cllr. Murphy said final stages were taking place with regard to the wind up of the Wool Fair. Cllr. Dinnie informed that a new bridge has been installed on Hanson Track bridleway. Noted that this could be submerged with heavy rainfall. Councillors to investigate whether adjoining pathways can be reinforced. Cllr. Dinnie had also attended a recent WALC conference on Climate Change. Cllr. Dinnie reported on progress by the History Group with HALP regarding the Museum. Councillors supported the wearing of masks in Shipston and noted that this will be mandatory at Remembrance Service in church on 14.11.21. Cllr. Cooper congratulated the Sports & Social Club on a very successful Bonfire Night. Unfortunately, due to high numbers, some people had to be turned away. However, it was an excellent community event. Cllr. Cooper thanked Cllr. Harvey for organising a very useful and informative session with members of SWFT. Cllr. Cooper to arrange a Zoom briefing session for Councillors by Warwickshire Wildlife Trust. Cllr. Cooper also added thanks to the Clerk for her help in pursuing funding from the Welcome Back Fund for the upcoming Remembrance Parade when a large screen in the High Street will broadcast the service from inside St Edmund’s church. It has been highlighted by the Coventry Chamber of Business as an excellent initiative.</p>
8.2	<p>District Council issues (SDC – Stratford District Council) - Cllr. Trevor Harvey <i>Bid for Gateway project in Stratford</i> – Cllr. Harvey informed this had not been approved. Consultation process regarding merger of SDC and Warwick – Over 1,100 responses received and checks are being carried out prior to results being published. <i>Ward boundaries</i> – Consultation extended for one month. <i>Head of Planning</i> – Cllr. Harvey informed that Robert Weeks has retired. <i>Ellen Badger</i> – Cllr. Harvey informed Councillors of update on Hospital on 9.11.2021 by a representative of SWFT at the Senior Citizens Action Network (SCAN) meeting at the Townsend Hall. Useful meeting held with SWFT on 1.11.21 and further meeting to be arranged in the New Year. <i>Severn Trent Water</i> – Problem with ill fitting manhole cover near Ellen Badger and causing distress for nearby residents with constant noise from it. SDC and WCC have put pressure on STW to get it fixed. Cllr. <i>Heart of England Forest</i> – Cllr. Harvey informed that the Chairman of SDC has chosen this as his charity.</p>
8.3	County Council issues (WCC – Warwickshire County Council) – No report this month as Cllr. Barker absent.
8.4	<p>SNT (Safer Neighbourhood Team) Councillors noted report for October 2021. Councillors concerned to see the continuing high number of call outs relating to mental health.</p>
8.5	<p>Shipston Forum – Mr Rowland informed of return of Little Shipstonians in December issue, along with articles from organisations such as U3A, WI, Proms, Baptist Church, Town Band, Stour Singers, Townsend Hall and Bridge Club. The issue will also include a feature on the Remembrance Parade.</p>
8.6	Youth Working Group – No report this month.
8.7	Ellen Badger – Further to meeting held with SWFT on 1.11.21, no further updates.
8.8	Health and Well Being - Reported that a Chair’s meeting had been held when values, vision and mission for the Partnership had been discussed.
9	<p>OPEN FORUM (15 MINUTES DURATION) <i>Shipston 20mph Campaign</i> – The Shipston Community Speed Watch Co-ordinator gave an update on activities and brought to the attention of Councillors, a petition to be sent to WCC (already signed by over 500 people), requesting the implementation of a 20 mph restriction along the A3400 corridor and on the Campden Road. Councillors were urged to support this. Police supportive and Clerk will speak to PC Sid Hammond to ask if report can be published in the Forum.</p>

10	<p>SAFAG WORKING GROUP SAFAG Minutes of 1st November 2021 and reports and associated paperwork noted. Councillors noted that SAFAG has been featured in an Environment Agency publication as an example of excellent natural flood management schemes, one of four case studies. Phil Wragg gave overview of SAFAG NFM Plan 2021 (Version 2). Councillors noted an overall reduction of £4,000 in forecast spend. SAFAG Plans for 2022 currently being prepared to be in place for the Spring. <u>Proposal to accept variance in budget forecast from £54,730 to £50,038, proposed by Cllr. Dinnie, seconded by Cllr. Kelly with one abstention. Motion carried.</u></p>
11	<p>PLANNING COMMITTEE – Chair – Cllr. Tesh – absent. All planning applications can be viewed at: https://apps.stratford.gov.uk/eplanning/ Minutes of Planning Committee meeting of 25th October 2021 noted.</p> <p><i>Recommendation that the Housing Needs Survey is signed off by Council.</i> <u>Proposal to sign off the HNS by the Council, proposed by Cllr. Cooper, seconded by Cllr. Dinnie. Motion carried unanimously.</u></p> <p><i>Recommendation that the Executive Summary is placed on the Council Website and that requests for copies come through the Clerk.</i> <u>Proposal to place the Executive Summary on the Council website, proposed by Cllr.Dinnie, seconded by Cllr. Kelly. Motion carried unanimously.</u></p> <p>NEW PLANNING APPLICATIONS</p> <p>21/03238/LBC - 36 Telegraph Street - Installation of snow guards. No Rep. <u>Proposal for No Rep proposed by Cllr.Dinnie, seconded by Cllr. Murphy Motion carried unanimously.</u></p> <p>21/01726/VARY - Lunnons Farm, Barcheston. No Rep (outside parish). Variation of condition 2 of application 19/03574/FUL – erection of poultry buildings and associated infrastructure to allow the erection of additional amenity buildings/infrastructure associated with approved scheme. <u>Proposal for No Rep proposed by Cllr.Dinnie, seconded by Cllr. Shickle. Motion carried unanimously.</u></p> <p>21/02687/ADV The Lazy Pug Signage x 5 (various) – the sign writing on the side of the building (Sign A) has been replaced for a silhouette of the logo. Sign B on the northern elevation has been removed. <u>Proposal for No Rep proposed by Cllr. Dinnie, seconded by Cllr. Booth. 5 in favour, 2 against. Motion carried.</u> <i>STC submission to request for it to be referred to the Conservation Officer for consideration due to the conservation area it is located in.</i></p>
12	<p>GENERAL PURPOSES WORKING GROUP – Chair Cllr. Cox gave verbal update. Minutes of Meeting held on 28th October 2021 noted.</p>
12.1	<p>Proposal of reducing half plots to quarter plots once they become available (allotments) Cllr. Cox to discuss further with GPWG and bring any recommendations to STC.</p>
12.2	<p>Proposal of utilising rescued playground railings for allotment boundary</p> <p>Cllr. Cox informed of recycling playground railings for New Street allotment boundary, currently roped off. Clerk to ask Lawns2Mow if feasible and work carried out under general maintenance.</p>
12.3	<p>Playground funding Cllr. Cox to meet with Clerk to produce planned Schedule of Works and submit to STC.</p>
12.4	<p>Employment of a drainage company to clear Sports Club drains Problem with blocked drains at Sports & Social Club discussed. Clerk to obtain three quotes from drainage company and bring to STC for agreement.</p>
13	<p>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Chair – Cllr. Dinnie. Minutes of meeting of 27th October 2021 noted.</p>
13.1	<p>Proposal for a Chapel working party Possibility of forming a task group with GPWG discussed in order to clear contents of chapel so survey can be carried out. Cllr. Cox expressed concern regarding the poor state of the tiles on the chapel roof. Riverside Lease – Discussions currently taking place with solicitor regarding response to SDC lease.</p>

	Ridgeway - Clerk has not yet contacted SDC regarding accessibility advice. Cllrs. Dinnie and Cox to meet to discuss Ridgeway, Corn Mill Meadow. Cllr. Dinnie updated on town signs and Museum.
14	COMMUNICATIONS WORKING GROUP – Chair Cllr. White – absent.
15	FINANCE WORKING GROUP – Chair Cllr Cooper. Minutes of Meeting of Monday 18 th October 2021 noted. Cllr. Cooper informed that a draft precept proposal for 2022 will be presented to the STC meeting on 13.12.2021 for approval and submission to SDC. ‘Wish List’ input from Chairs of all working groups to be received by Finance Working Group by 12.11.21. Cllr. Cooper presented a recommendation to continue with the existing street cleaning contract with SDC. <u>Proposal to continue SDC street cleansing contract, proposed by Cllr. Cooper, seconded by Cllr. Shickle. Motion carried unanimously.</u> Cllr. Cooper to investigate responsibility of cleanliness of car parks mentioned in Riverside lease.
16	FINANCIAL MATTERS Invoices for approval – as listed October/November 2021 – as circulated. Verbally added by the Clerk: <i>Mike McCarthy (SAFAG) – Mileage claim 1.8.21 – 31.10.21 - £136.80.</i> <i>Playground Supplies Ltd – Inv.6095 – Sports & Social club equipment, resin at Skate Park and repair WetPour at Railway Crescent - £4,506.00.</i> <i>Reformed Plastics – Inv. RP0210910S – 3 picnic tables for Sports & Social Club - £1,338.00.</i> <i>Warwickshire Christmas Trees – Inv. 21.017 - £500.00.</i> <i>Alison Packer – Inv. SSTC 04/05 – Temporary assistance to Clerk Sept/Oct - £303.75.</i> <u>Approval to accept invoices as listed, proposed by Cllr. Cooper, seconded by Cllr. Kelly. Motion carried unanimously.</u>
17	STAFFING – Chair – Cllr. M Westwood (absent) In Cllr. Westwood’s absence, Cllr. Cooper informed that the process for co-opting new Councillors would be formalised and put before Councillors for recommendation. The Clerk informed that an applicant for the Kick Start position would be interviewed in the near future with a view to taking on the role of Planning Clerk and ultimately Deputy Clerk. Will be an update from Staffing at the next STC meeting.
18	DATE OF NEXT GENERAL MEETING – Monday 13TH December 2021 Clerk to organise refreshments with mince pies for Christmas meeting.

Meeting closed at 9.00 pm.

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

Date:

(APPENDICES A AND B ATTACHED)

APPENDIX A

EXPENDITURE APPROVAL LIST – 8TH NOVEMBER 2021

EXPENDITURE APPROVAL LIST - NOVEMBER 2021 (Meeting 8th November 2021)		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv. 6865 - Managed IT support (01/11/21)	£195.00
Redwax	Inv. 6840 - 365 office (24/10/21)	£9.48
Redwax	Inv.6883 - Wireless access points NCH	£216.00
Busy Biz	Inv. 380 - Forum services (November 2021 edition)	£237.50
Talacom	Inv. 17987 - Forum editorship (November 2021 edition)	£930.00
KMS Litho	Inv. 23749 - Forum printing (November edition - 4000 copies)	£1,075.00
Lawns to Mow	Inv 109STC - Town contract (October 2021)	£6,288.00
Lloyds Bank	Inv. 352749599 General Account charges (August-September 2021)	£18.28
Lloyds Bank	Inv. 351595025 Tourism Account charges (August-September 2021)	15.00
Lloyds Bank	Inv. 351664177 Wool Fair Account charges (August-September 2021)	15.00
Warks Pension Scheme	Staff pensions (October 2021)	£995.42
HMRC	Staff NI/PAYE (October 2021)	£843.35
Council Staff	Salaries (October 2021)	£2,877.22
E.on	Inv.H1A30C7FD2 - Electricity at NCH (17/8/21)	£96.18
E.on Next	Inv.KI-82A8288D-0001 - Electricity at NCH (7/10/21)	£173.31
E.on Next	Inv.KI-82A8288D-0002 - Electricity at NCH (2/11/21)	£189.43
Pink Connect	Inv. 375430 Telephone/Broadband - September 2021	£141.54
Stephi Paull	Inv. 2971 - Payroll services (October 2021)	£14.00
Zoom	Inv. 113706972 - Online meeting subs - Oct-Nov 2021	£14.39
WALC	Inv.21705 - Annual Conference fees for Councillor (IC)	£12.00
SLCC	Inv. BK203725-1 - National Conference fees for Clerk	£120.00
Online Office	Inv. 18743 - Black ink bottle for printer at NCH	£18.72
Online Office	Inv. 18618 - Yellow and magenta ink bottles \ ream White A4 photocopier paper	£53.41
Online Office	Inv.19131 - Cyan ink bottle	£15.54
Dor-2-Dor	Shipston Forum delivery - December 2021 (Invoice to follow)	£270.00
Edge IT Systems Ltd	Inv. 35521 - Annual fee for hosted services for SAFAG (read only) and Wool Fair	£173.40
NALC	Inv.2037181599 - Councillor (JD) attendance at Environment through Biodiversity meeting	£51.71
J Parker Bulbs	SIB Grant Funds - (Invoice to follow) Daffodil bulbs for town displays	£1,440.00
For information (already approved at previous STC meetings)		
PRJ Flooring Ltd	Inv. PRJFSL577 -New flooring at Sports & Social Club (1st floor, landing and toilet lobby areas x 2)	£4,975.67
Alderminster Electrics	Inv. 45384 - Final invoice for electrical work at Sports & Social Club	£3,316.80
Thomas Algar	Refurbishment work at Sports & Social Club (Invoice to follow)	£5,400.00
	<i>All three above included in approval at STC Meeting of 12.7.2021 for Thomas Algar £47,724.35</i>	
Ray Luker	Shrubs, bulbs and repair to table- Sensory Garden, Mayo Road <i>Approved at STC meeting of 9.8.2021 (£250.00)</i>	£48.43
Glasdon UK Ltd	Inv. S1826259 - 6 litter bins for playgrounds <i>Approved at STC meeting of 13.9.2021</i>	£982.80
SAFAG Working Group invoices		
John Dee	Inv.300 - Flood relief work - Ashby Farm, Long Compton	£10,437.60
John Dee	Inv.304 - Flood relief work - Stretton on Fosse	£6,535.20
John Dee	Inv.305 - Flood relief work - Waltons and M Coles	£4,194.00
Vale Forestry	Inv.106847 - Erect slatted dams at Righton	£2,928.00
R S Hawkins	Inv.2 - Improvement work at Ashley Farm, Long Compton	£150.00
StowAg	Inv.284067 - Reinforcing bars for dam strengthening	£225.00
Verbally added by the Clerk at the meeting:		
Mike McCarthy	SAFAG Mileage Claim 1.8.2021 - 31.10.2021	£136.80
Playground Supplies Ltd	Inv. 6095 - S&Social Club equipment, resin Skate Park, repair WetPour at Railway Crescent	£4,506.00
Reformed Plastics	Inv. RP0210910S - 3 picnic tables at Sports & Social Club	£1,338.00
Warwickshire Xmas Trees	Town Xmas trees	£500.00
Alison Packer	Inv. SSTC - 04/05 - Temporary assistance to Town Clerk - Sept/Oct	£303.75

APPENDIX B

SHIPSTON POLICE REPORT - OCTOBER 2021

The month of October pretty much took off where September left us. Staffing has remained the same and COVID has burdened the officers and staff stretching the resource level to the limits at times. Good news for Shipston is that we will soon have a new PSCO who is due out in November so any day now but he will arrive with some training needs and will be looked after by PCSO Emma Turner in the interim. With the darker night's drawing in along with colder / wetter weather we are focusing on property security and road safety.

BURGLARY DWELLING

There have been three reported dwelling burglaries over the area with one of them being more of a civil dispute. The two other reports were genuine burglaries with items such as jewellery and small items being taken. Offender(s) have forced doors to gain entry and the attacked premises would have given the appearance of being unoccupied at the time with no lights on, curtains open and no vehicles on the driveway. Forensic officers attended the locations and still awaiting any updates. The locations / times and dates do not appear to be connected. No CCTV within the area.

BURGLARY BUSINESS

There has been one report of a business being broken into but after entry would appear that nothing has been taken. Damage caused to outer building. CCTV still being checked.

BURGLARY 'OUTBUILDING'

There has been one report of an outbuilding break which was a detached garage in Ettington. This was carried out on a night / early morning time when several vehicle stretching from Ettington to Ilmington were targeted. Tools were the most common item taken along with a wallet and a purse.

THEFT

There have been two reported thefts on the area with wheelie bins featuring once more!! As per above there were seven reports of theft from motor vehicle including a set of number plates taken.

A wheel was removed from a vehicle within the town and investigations by the Safer Neighbourhoods Team have secured the return and subsequent prosecution of offenders.

CRIMINAL DAMAGE

There have been no reported cases of damage this month.

COVID

There have been no reported calls relating to COVID breaches.

MENTAL HEALTH

Throughout the month Police have attended twenty six reports involving Mental Health. We are of the opinion that as COVID lockdown has eased the support put in place will slowly retract and then have a knock on effect within the Mental Health of people. The added pressures of Christmas also sees an increase.

ANTI SOCIAL BEHAVIOUR

There have been seventeen reports of ASB which ranges from the illegal use of mini motorcycle at the Rugby club, persons gathering at the sensory gardens and reports of persons smoking cannabis. The locations have been attended both in plain clothes and uniform at given / similar times and there has been no activity.

FRAUD

There have been two reported Fraud offences. In one of the cases a male called an elderly lady stating that he was from the Police and her bank accounts had been compromised then requested that she withdraw money from her account and someone would be sent to collect.

Other reported activity throughout the month includes –

- X 21 Road Traffic Collisions
- X 8 Malicious Communications
- X 3 Violence / assaults
- X 13 Suspicious Incidents
- X 12 Domestic Incidents
- X 1 Industrial Accident
- X1 Public Order Offence

PC 1508 Sid Hammond

Shipston Safer Neighbourhood Team