



# SHIPSTON-ON-STOUR TOWN COUNCIL

## MINUTES

**Council Offices:** New Clark House, West Street, Shipston-on-Stour, Warwickshire, CV36 4HD

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### MINUTES OF 9<sup>TH</sup> AUGUST 2021 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL HELD AT THE TOWNSEND HALL AT 7.00 PM

**Present:** Cllrs: I. Cooper (Chair), J. Barker, P. Cox, J. Dinnie, G. Kelly, V. Murphy, P. Tesh, M. Westwood, P. White

**Public:** 12    **Press:** 1    **WCC & SDC:** Cllrs. J Barker and T. Harvey    **Clerks:** H. Morgan and E. Gilkes (Minutes)

1	<b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b> None.
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>MINUTES OF THE LAST TOWN COUNCIL MEETING</b> – To confirm minutes of the Meeting which took place on Monday 12 <sup>th</sup> July 2021. <b><u>Proposal to adopt proposed by Cllr Barker and seconded by Cllr Kelly. Motion carried with 2 abstentions.</u></b>
4	<b>TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK</b> – None.
5	<b>COUNCIL MATTERS</b>
5.1	<b>TO NOTE RESIGNATIONS OF CCLRS COWLEY AND SAUNDERS</b> A note of thanks for work of both Councillors in recognition of their work over period in office and particularly for Cllr Saunders as Mayor during the pandemic. Council sad that both had to resign due to personal circumstances.
5.2	<b>TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR</b> Cllr Dinnie was proposed by Cllr Cooper and Cllr Kelly and Cllr Westwood was proposed by Cllr Tesh and seconded by Cllr Barker. In view of Cllr Westwood's nomination, Cllr Dinnie stood down in her favour thereby there was no requirement for a secret ballot. Motion to appoint was unanimously carried and Cllr Westwood welcomed as Deputy Mayor.
5.3	<b>TO CONSIDER NOMINATIONS FOR ADDITIONAL MEMBERS OF STAFFING WORKING GROUP (2 VACANCIES)</b> Cllr Westwood to join this group and possibility of co-opting.
5.4	<b>TO CONSIDER NOMINATIONS FOR ADDITIONAL MEMBER OF HALP WORKING GROUP</b> It was considered that the HALP Working Group currently has enough members.
5.5	<b>TO CONSIDER PROCESS FOR RECRUITMENT OF NEW COUNCILLORS</b> – Various Councillors explained that they were in process of trying to recruit potential Councillors by reassuring them re amount of work and time involved. Some publicity to be included in September's Forum.
6	<b>CLERK'S REPORT</b> - Report as circulated.
6.1	<b>To consider implications of resignation of two elected Cllrs re 'Power of Competency'</b> Confirmation that Council position is secure at the present.

6.2	<b>To consider re-opening of New Clark House to the public, use of Chambers for STC meetings, hire of Chambers and associated charges</b> - Discussion took place regarding the reopening of the public information desk and general view was that as area is well screened and other areas open then this facility could be reopened subject to relevant checks. Opening the Council Chamber for public business appeared to present more issues and particularly in terms of security.
6.3	<b>To consider request from Shipston Town Band re storage of chairs in STC property</b> Council were not aware of any available space.
6.4	<b>To note submission of road closure notices for October Mop Fair and consider associated costs incurred on behalf of organisers</b> Noted – decision on possibility of passing on costs to The Mop deferred.
6.5	<b>To consider complaints from resident re anti-social behaviour and noise pollution and requests for Council's plan to address</b> - Resident to be readvised that Police and Environmental Health are the appropriate bodies to deal.
6.7	<b>To consider Traffic Feasibility Study and associated costs</b> Referred to Planning Committee.
7	<b>REPORTS</b>
7.1	<b>Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)</b> Cllr Westwood had been working with Youth and Ellen Badger re current projects. Cllr Murphy commented on the work of the Yarn Bombers and how their work benefits the Shipston Community, Cllr Dinnie commented on plans for Ellen Badger and the lack of hospital provision. Cllr Barker as Governor of SWFT advised that all research not yet completed re identified need.
7.2	<b>County Council issues (WCC – Warwickshire County Council)</b> An issue re changing criteria for childminders had arisen and is being followed as directly impacts many working parents.
7.3	<b>District Council issues (SDC – Stratford District Council)</b> The implications of the fire at the Ettington Recycling plant and restoration of service to householders was commended but this had had a considerable cost impact. It was noted that there had been a reduction in fly tipping. SDC and WDC have been working on an integrated management structure. The provision of Disabled Car Parking spaces in town had been raised as an issue and investigations made re this and also disabled crossing places. Pleased to have been able to assist with distribution of the Forum. Work commenced on Tesco site and advised that work scheduled for completion March 2022.
7.4	<b>SNT (Safer Neighbourhood Team)</b> – report has been circulated.
7.5	<b>Shipston Forum</b> – Plenty of content being submitted for inclusion in next edition.
7.6	<b>Youth Working Group</b> – Daniel Pullen, Chair of Youth Club, was present to explain current situation and seek Town Council support. Despite intimations of a consultation period an Eviction letter had been issued by Headmaster. It is believed that the Agreement is with the Governing Body and that reasons being cited are not valid and that closure of such a valuable facility at a time when Mental Health issues, etc. are being highlighted as serious issues for young people. Possible alternative locations are under consideration. Tim Wilson was invited to contribute to meeting as Chair of School Governors and Cllr Barker reiterated as Chair of Primary School Governors that decision should be in Governor's remit not Head's and that more collaboration needed. If a temporary facility can be negotiated at The Hub that would help to bridge the situation.
7.7	<b>Ellen Badger/Health &amp; Wellbeing</b> – previously covered.
8	<b>OPEN FORUM (15 MINUTES DURATION)</b> A number of younger residents were present to share their thoughts on changes in the town and the limitations they are experiencing and particularly re support for mental health issues. The lack of a venue to meet and receive support is a definite issue for the younger generation.
9	<b>SAFAG WORKING GROUP</b> Minutes of last meeting had been circulated and Geoff Smith reported that five schemes now completed at Long Compton. There have been some delays in work and not anticipated that will complete work as per schedule this year, partly due to issues sourcing materials. Some grant funding periods have been extended and possibility of future funding from Environment Agency. Overall grant expenditure projected to reduce.

	<p><b><u>Proposed by Cllr Cooper and seconded by Cllr Dinnie that revised plan be accepted. Motion carried unanimously.</u></b></p> <p><b><u>Cllr Cooper proposed that VAT elements of SAFAG invoicing should be repaid to SAFAG account once invoices authorised to enable their cash flow and budget rather than delayed until VAT expedited. Seconded by Cllr Dinnie. Motion carried.</u></b></p>
10	<p><b>PLANNING COMMITTEE – Chair – Cllr. Tesh</b>  <b>All planning applications can be viewed at: <a href="https://apps.stratford.gov.uk/eplanning/">https://apps.stratford.gov.uk/eplanning/</a></b></p>
10.1	<p><b>NEW PLANNING APPLICATIONS as per Emergency Planning Committee Meeting, Monday 9<sup>th</sup> August 2021 at 6.00 pm</b></p> <p><b>21/00004/FUL Ellen Badger Hospital – revisions.</b>  Having studied the proposals no significant issues were identified.  <b><u>Support was proposed by Cllr Tesh and seconded by Cllr Westwood. Motion carried</u></b>  A second meeting with relevant bodies would be appreciated to enable greater understanding of issues involved.</p> <p><b>21/02258/FUL 27 Hornsby Close – conversion of garage and bay window – No rep.</b></p> <p><b>21/02214/FUL 24 Church Street – proposed raised roof to part of 2 storey building and domestic dwelling space at rear of property.</b>  <b>Support application in light of preservation and improvement to a listed building.</b></p> <p><b>21/02215/LBC 24 Church Street – proposed raised roof to part of 2 storey building and domestic dwelling space at rear of property.</b>  <b>Support application in light of preservation and improvement to a listed building.</b></p> <p><b>21/02133/FUL Old Mill House, Barcheston – demolition of outbuildings and conversion/extension of Mill to a holiday cottage.</b>  <b>No action as STC couldn't see any material concerns with application in neighbouring Parish.</b></p> <p><b>21/02053/LBC 27 Sheep Street – internal flooring alterations – No rep.</b></p>
10.2	<p><b>PLANNING DECISIONS RECEIVED</b></p> <p><b>21/01628/VARY 39 New Street – changes to external appearance and fenestration and amendments to internal Layout. Permission.</b></p> <p><b>21/01253/FUL Michaelmas House, Green Lane – first floor rear extension. Permission with Conditions.</b></p> <p><b>21/01641/FUL 20 Mayo Road – single storey rear extension (disable wet room). Permission with Conditions.</b></p> <p><b><u>Recommendation to agree gate design and location for The Ridgeway - Planning Committee to consider</u></b></p> <p><b><u>At 8.55 Cllr Cooper moved that Standing Orders be suspended to prolong the meeting, seconded by Cllr Barker - motion carried unanimously</u></b></p>
11	<p><b>GENERAL PURPOSES WORKING GROUP – Chair – Cllr. Cox. Minutes of Extraordinary Meeting on 19th July and Meeting on 29<sup>th</sup> July noted.</b></p>
11.1	<p><b><u>Recommendation to revisit Height Restriction Barrier at the Rugby Club following meeting on site</u></b>  No longer being pursued.</p>
11.2	<p><b><u>Recommendation to accept proposed location of Height Restriction Barrier at the Sports Club following visit to site –</u></b>  Location agreed at top of the drive. Heath Engineering (who constructed and installed the Rugby Club barrier) have also been approached by Cllr Cox for a quote/timescale. Councillors concerned that installation of the barrier should be regarded as an urgent matter and expedited as soon as possible.</p>
11.3	<p><b><u>Recommendation to consider nominating the Youth Club as a High Sheriff 'Crimebeat Warwickshire' Project</u></b></p> <p><b><u>Proposed by Cllr Dinnie, seconded by Cllr Barker. Motion carried unanimously.</u></b></p>

11.4	<p><b><u>Recommendation to approve Play Area and Skate Park signage</u></b> Quotations received in sum of £2,100.00 for supply and installation.</p> <p><b><u>Proposed by Cllr Cox, seconded Cllr Westwood. Motion carried.</u></b></p>
11.5	<p><b><u>Recommendation to approve request of funds for £250 for the Sensory Garden</u></b></p> <p><b><u>Proposed by Cllr Cox, seconded by Cllr Murphy. Motion carried.</u></b></p> <p>Speed Watch Report circulated – information noted and thanks to volunteers involved.</p>
12	<b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP) – Reports noted.</b>
12.1	<p>Handover information from Cllr Cowley to Clerk noted.</p> <p>Old Clark House - Meeting held with Museum re lease.</p> <p>Electrical Vehicle charging points – Charging points not going to be provided in the High Street or Sheep Street but asked to identify which car parks might be suitable. Cllr Barker advised that responses already submitted favouring Telegraph and West Street on basis of facilities. Further investigations to be made.</p>
13	<p><b>COMMUNICATIONS WORKING GROUP – Chair Cllr White – Verbal update.</b></p> <p>Revised quotes had been received from Dor 2 Dor for Shipston area only at present.</p>
14	<p><b>FINANCE WORKING GROUP – Chair Cllr Cooper. Minutes of Meeting Monday 19<sup>th</sup> July 2021 circulated.</b></p> <p>Cllr Cooper has meeting scheduled with Sports Club to discuss possible improvements.</p>
15	<p><b>FINANCIAL MATTERS</b></p> <p>Invoices for approval – as listed July/August 2021 – as circulated.</p> <p>SAFAG – Awaiting invoice and 2<sup>nd</sup> instalment paid to Thomas Algar re Insurance work at Sports Club. Two subcontractors will be invoicing Town Council directly so VAT elements can be reclaimed.</p> <p><b><u>Approval proposed by Cllr Cooper and seconded by Cllr Westwood. Motion carried.</u></b></p>
16	<p><b>STAFFING – no meeting held.</b></p> <p>On-going handover and mentoring from Previous Clerk and Locum Clerk. Staffing meeting to be arranged.</p>
17	<p><b>TO CONSIDER ARRANGEMENTS FOR PLATINUM JUBILEE CELEBRATIONS</b></p> <p>To note that the official Beacon Day is Thursday 2<sup>nd</sup> June 2022 at 2115 hrs. Information and Guidance on-line</p> <p>To consider that Jubilee Celebrations be allocated to a Working Group.</p>
18	<b>DATE OF NEXT GENERAL MEETING – Monday 13<sup>th</sup> September 2021</b>

Meeting closed at 10.00 pm.

Signed: ..... Date: .....  
Councillor Marianne Westwood (Deputy Mayor, Shipston on Stour Town Council

**(APPENDICES A & B ATTACHED)**

**APPENDIX A****EXPENDITURE APPROVAL LIST - AUGUST 2021 (Meeting 9th August 2021)**

<b>PAYEE</b>	<b>DETAILS</b>	<b>GROSS PAYMENT</b>
Redwax	Inv 6703 - Managed IT support (01/08/21)	£195.00
Redwax	Inv 6678 - 365 office (24/07/21)	£9.48
Busy Biz	Inv 353 - Forum services (August edition)	£237.50
Talacom	Forum editorship (August edition) Inv 17909	£930.00
KMS	Forum printing (August edition - 2000 copies) Inv. 23523	£773.00
Lawns to Mow	Town contract (July 2021) Inv 106	£6,288.00
Warks Pension Scheme	Staff pensions (July 2021)	£1,092.40
HMRC	Staff NI/PAYE (July 2021)	£958.60
Council Staff	Salaries (July 2021)	£3,138.98
Stephi Paull	Payroll services (Inv. 2866 July 2021 )	£14.00
Elizabeth Gilkes	Locum Clerk/Mentor assistance to new TC (31/7/21)	£1,354.50
A. Packer	Temporary assistance to Town Clerk, Inv SSTC-02	£615.00
E-on	NCH electricity Inv. H1A18CC9DE (21/07/21)	£131.81
Zoom	Online meeting subs - July - August 2021. Inv. 98052194	£14.39
The Ancient & Hon Guild	Membership for Town Crier 2021 - 2022	
Town Criers		£35.00
WALC	Understanding Standing Orders - Clerk training. Inv. 21533	£30.00
Belfor UK Ltd	Re flood at Sports Club. Inv. PS121-005941	£472.72
Dor-2-Dor	Distribution of September 2021 edition of Shipston Forum	£252.00
Helen Morgan	Expense claim for Town Clerk stamp and recycling bags	£58.68
Flagpole Express Ltd	Site visit re new flagpole for NCH	£213.60
Andrew Hince	Window cleaning at NCH (01/08)	£20.00
WALC	WALC Clerk training (Inv.21570)	£48.00
Online Office Products	Office supplies NCH - Invoice 17263	£21.52
<b>SAFAG Working Group invoices</b>		
A&R Shirley Groundworks	Re intervention work at Woodlands Farm, Long Compton (Inv 262)	£4,800.00
Mike McCarthy	SAFAG website security (MM paid Goren's inv 0008) & mileage-invMM0108/21	£162.50
Ben Goren		
	SAFAG - website update and banner image work (Inv. 0006)	£45.00
Ben Goren	SAFAG 3 year website domain renewal (Inv. 0007)	£46.87
Phil Wragg	SAFAG working group related costs - mileage/certificate frame (Inv 001)	£153.40
<b>SAFAG Income</b>		
Severn Rivers Trust	Land Drainage Consent fees - Green Fm & Others, Sutton Under Brailes	£8,034.08

## **APPENDIX B**

### **SHIPSTON POLICE REPORT JULY 2021**

The month of July has been a very busy one with the Lockdown restrictions being eased giving more freedom of movement, contact with friends and family as well as the pubs/ restaurants opening up.

The COVID infection is one that seems to have spread and with isolation being requested following contact all areas of business have been affected which includes the Police.

After suffering a detached kneecap injury I contracted COVID which has been an unpleasant time however have managed to get into work with the injury and work from home with the illness. The Team is still only one PC (myself) one PCSO (Emma Turner) and a volunteer strong something that doesn't look like changing anytime soon. We have had some support from the Rural Crime officers Matt Simms and Kate Taylor which is very much appreciated.

#### **BURGLARY DWELLING**

There has been one report of a dwelling burglary with the property being unoccupied at the time. Jewellery was taken along with other small trinkets. It is believed that the incident is linked to suspicious vehicle reported within the area of the burglary the day before.

#### **BUSINESS BURGLARY / OUTBUILDINGS**

There have been two business burglaries reported which have seen new build projects targeted with kitchen units taken as well as a boiler.

There has also been an attempted break whereupon a shed in a rural location was attacked. No entry gained – nothing stolen. Believed linked to the theft of a caravan at the same location.

#### **THEFT**

There were eight reports of theft ranging from theft from shop to the theft of a specialised van / truck and a caravan. The caravan was recovered with assistance of a tracker and enquiries are ongoing regarding the stolen vehicle.

#### **CRIMINAL DAMAGE**

There have been five reports of criminal damage.

#### **VIOLENCE**

There have been eight reported incidents of violence within the town with five of the reports being linked to alcohol and following patrons leaving licenced premises.

## **DOMESTIC INCIDENTS**

There have been twenty one reported domestic incidents reported which will be currently under review and safeguarding options being considered. Regardless as to whether there is a complaint or not considerations have to be made to any threat harm or risk.

## **ANTI SOCIAL BEHAVIOUR**

There have been sixteen reports of ASB with the most notable call making reference to the Sensory Gardens being used and visited by teenagers and the smell of cannabis as well as evidence of alcohol. The benches seem to be offering that seat in a secluded area which is covered with the plants / trees. Area looking overgrown following Police visits. Also mini motorbike being reported being ridden near to Rugby club.

## **Road Traffic Collisions**

There have been twelve reported RTC's across the beat area with ten being damage only and two being slight injury.

## **MENTAL HEALTH**

There have been fifteen mental health incidents attended by Police throughout the month and a further three where Police have been called to assist Ambulance.

## **COVID**

Police have had seven reported COVID breaches which have been calls with good intent however no breaches identified and most likely a misinterpretation of the rule changes.

There have also been in excess of fifty incidents which encompass such areas as neighbour disputes, concern for welfare, missing persons which have been brought to the attention of the team.

At present the county as well as bordering counties are seeing an increase in Unauthorised Encampments which present a problem to not only the area where residency is taken up but also the wider community. It has been well documented via Social Media and in the press and would be important that area's that will attract attention such as Leisure Centre, Community Centres and schools remain vigilant.

There has also been an increase in violent crime associated with alcohol. It is going to be a proposal going forward that there is a joint approach with Police, Licensing and the Licensees entering a 'Pub Watch' type scheme for information sharing purposes and cohesion.