



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

Council Offices: New Clark House, West Street, Shipston-on-Stour,
Warwickshire, CV36 4HD
Telephone: 01608 662180
E-mail: clerk@shipstononline.org
Website: www.shipstontowncouncil.org

MINUTES OF THE AUGUST MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.00 PM ON MONDAY 10TH AUGUST 2020

Present: - Town Cllrs: I. Cooper (Deputy Mayor and Chair of meeting), J. Barker, P. Cowley, P. Cox, J. Dinnie, F. Ivens, G Kelly, V. Murphy, M. Westwood, P. White

Public: 0 Press: C. Rowland WCC & SDC: J. Barker Clerk: A. Packer & D. Neath

INTRODUCTION

Cllr Cooper, Deputy Mayor of Shipston Town Council, welcomed members of the Town Council to the August Town Council meeting which, due to restrictions relating to COVID-19, was held via the 'Zoom' platform. It was suggested that there be a break of approximately ten minutes at an appropriate time in the meeting if it extends for a long time. Best wishes were extended to Cllr Tesh and thanks passed to the Clerk for the huge amount of work recently undertaken particularly with the production of documents for the agenda.

1 **APOLOGIES FOR ABSENCE** – Cllr Saunders (Mayor), Cllr Tesh (and noting apology from SDC Cllr Harvey)

2 **DECLARATIONS OF INTEREST** – The Clerk stated that all Councillors would have an interest in the planning application to be discussed regarding Clark House under agenda item 8.1. Cllr. Murphy noted her position as Chair of Wool Fair and Cllr. Dinnie noted his position as committee member of SAFAG.

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

4 **MINUTES OF PREVIOUS MEETING**

Amendments as follows: Item 6.3 should read £500 million and item 13.7 should read JD

Cllr. Murphy proposed that the minutes for the meeting held on 13th July 2020, with the amendments listed above, be accepted as a true and accurate record - seconded by Cllr. Cox - 8 for – 0 against – 2 abstained - Motion carried

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

6 **REPORTS**

6.1 **Town Councillors**

- Cllrs. Barker, Ivens, White, Kelly – no reports.
- Cllr. Westwood will forward soon to be public press release regarding Ellen Badger development
- Cllr. Dinnie is working with Chair of SAFAG, Mr P. Wragg reviewing Shipston's flood resilience plan which will be brought to STC for consideration and approval in due course.
- Cllr. Cowley reported on burst water main on Webb Road when water had been off for 4 hours. Problem was dealt with promptly by Severn Trent Water although Taylor Wimpey hadn't yet repaired the road.
- Cllr. Cox expressed concern of residents along London Road as to why the painting of white lines had been carried out along London Road when Chapel View's turning is due to start. Cllr. Cox had also been asked situation regarding the land at the end of Station Road as Shipston Lodge had now fenced off their land. The Clerk will investigate ownership.
- Cllr. Murphy marked with regret the passing of former Mayor and Shipston Town Councillor, Brenda Broughton. Cllr. Murphy will send condolences on behalf of STC.

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

- Cllr. Barker informed that it was hoped Shipston Library would be reopened in September. Discussions currently taking place with landlord regarding risk assessments.

- Cllr. Barker reported on Google Earth tour with Highways Department engineer which had identified need for 10 pairs of dropped kerbs to be added to programme.
- It was noted that extra 'gully busting' work has been requested for November 2020. Cllr. Dinnie reported on positive response from Severn Trent water regarding the drains and close liaison with WCC Highways, noting one on the London Rd marked as dangerous.
- Cllr. Barker raised the question as to whether Shipston should apply to join 'AONB' (Area of Outstanding Natural Beauty) to give more protection, noting the proximity to the Cotswolds. To be investigated.
- Planning White Paper – zoning so more obvious to know what can and can't be done. Cllr Barker is in favour of the changes as better than the current system

6.3 District Council – Cllr Barker in Cllr Harvey's absence

- White paper on planning changes has been published – much clearer on what is and isn't permitted. In favour of changes as better than the current system.
- Devolution of Government – WCC consider that single unitary authority for Warwickshire could be beneficial but districts and boroughs prefer smaller units. This is being worked through.

6.4 SNT – No report received this month.

6.5 Shipston Forum – Mr Rowland informed that September 2020 issue would include history of the Forum, another page of the 'Little Shipstonites' and stories regarding Shipston Town Band and other clubs.

6.6 Shipston Area Flood Action Group (SAFAG) – The Clerk read out emailed report from Phil Wragg, Chair of SAFAG, informing of continuing work in a wider area and two community days to repair 30 dams on Pigbrook. The Clerk will circulate to Councillors after the meeting.

6.7 Youth Working Group – No report this month.

7 OPEN FORUM FOR PARISHIONERS:

No members of public present. No submissions to clerk for including.

8 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
Minutes of Planning Committee held on 27.7.2020 noted.

8.1 NEW PLANNING APPLICATIONS

- **20/01731/ADV** – Clark House, West Street – *application for installation of 2 signs on wall.*

Cllr Dinnie proposed that the application be supported, noting Shipston Town Council's interest as owner of Clark House, seconded by Cllr Barker – unanimous – motion carried

9 OTHER PLANNING MATTERS

- 9.1**
- **19/03574/FUL** – Lunnons Farm, Barcheston – *erection of poultry buildings and associated infrastructure, updated*
Cllr Dinnie noted the new landscaping pictures and confirmed no issues raised by SAFAG re the attenuation pond as other side of river. Concern over increased articulated traffic over bridge.

Cllr Dinnie proposed that STC reiterate original objection, requesting that if granted, conditions be imposed to address the potential traffic issues with the increase of heavy vehicles over the bridge, seconded by Cllr Kelly – unanimous – motion carried

- 9.2**
- **20/00343/FUL** – Land at Campden Road – *Residential development of 65 affordable units (35 social rent and 30 shared ownership) plus associated access, parking, landscaping and associated infrastructure – amended site layout, amended boundary treatments plan, landscape masterplan, landscape details, landscape.*
Noted title 'Land at Campden Road' is applicable to two current applications on different sites.

Cllr Kelly proposed that STC repeat previous objection, seconded by Cllr Dinnie – 9 for – 0 against – 1 abstention – motion carried

10 GENERAL PURPOSES WORKING GROUP (GPWG) – Chair – Cllr. Cox.

- 10.1** *Recommendation: to accept and note the annual play inspection reports from Seagrave Inspection Service*
Cllr. Cox reported on play inspection reports for all 7 play areas, and highlighted the following:
Skate Park needing repair (bolts missing) - Repair work booked to take place on 14.8.2020.
Queen's Avenue play area has an unsuitable piece of equipment - will be discussed further by GPWG
Cllr Dinnie noted that there was no longer a fence at Angela's Meadow play area which Cllr Ivens explained had been removed due to vandalism.

Cllr Cox proposed that STC accept and note the annual play inspection report from Seagrave Inspection Service, seconded by Cllr Dinnie - unanimous – motion carried

- 10.2** *Recommendation: Re-opening of selected play areas which STC are responsible for, with risk mitigation in place which will include professional cleaning and instructional signage to promote users taking responsibility for their use*
Clerk explained the updated Risk Assessment and quote from Zenith for deep clean including a 'fogging' service which could be followed by temporary signs being put in place so those play areas could open.

Cllr Cox proposed that four play areas (Mayo Road, Hawthorn Way, Railway Crescent/Signal Road, Angela's Meadow) be re-opened after deep cleaning & safety checks and relevant signage installed, seconded by Cllr White – unanimous – motion carried

- 10.3** *Recommendation: Installation of an extra dog waste bin for the Hanson Track area, subject to agreement from L2M on position for ease of emptying within their contract.*

A voluntary group has been clearing Hanson Track and requested the extra bin which GPWG consider to be reasonable in support of their good work.

Cllr Cox proposed that new dog bin for Hanson Track be purchased and installed subject to agreement from L2M on exact position, seconded by Cllr Ivens – unanimous – motion carried

11 HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – Chair – Cllr. Cowley. Minutes of meeting 2nd Sept noted

- 11.1** *Recommendation: STC offers a financial contribution of £100 to Dr Andy Fincham's project (under the Community Interest Company "Old Tramway Revived CIC") to open the tramway from Stratford as a cycle path. This would be to assist with initial land searches to establish property ownership within the boundaries of Shipston.*
Discussed possibility of more funding being available in future via STC's wish list for 2021.

Cllr Cowley proposed that a contribution of £100 be made to "Old Tramway Revived CIC" to help towards Shipston specific land searches for the project , seconded by Cllr Cooper – unanimous – motion carried

Cllr Cooper noted the naming of alleyways in the HALP minutes and referred councillors to the 1735 map of Shipston for names. Cllr Westwood explained the intention is to install heritage signage in the alleyways.

12 COMMUNICATIONS WORKING GROUP (CWG) – Chair - Cllr. White.

Cllr. White reported that Comms were working towards the September deadline for website compliance with regards to accessibility. Also looking to return to normal delivery for Shipston Forum in due course.

8.18 pm – Meeting suspended for a comfort break. Zoom room and participants connections remained open.

8.28 am – Meeting resumed with all persons present as at the start of the meeting.

13 FINANCE WORKING GROUP – Chair - Cllr Cooper. Minutes from FWG meeting of 3.8.2020 noted.

13.1 Internal Auditor's Report

Cllr Cooper detailed the auditor's report, noting issues around SAFAG/ Wool Fair funds and VAT reclaim. Cllr Cooper is confident that from a governance perspective STC have acted correctly. The report and its conclusions are complimentary, noting strong governance and accounting principles, and particularly commends the work done by the new Clerk since her appointment.

Cllr Cooper proposed that the Internal Auditor's report be accepted, seconded by Cllr Barker – unanimous – motion carried

13.2 Annual Governance and Accountability Return (AGAR) – Section 1

Cllr Cooper explained Section 1 (page 3) of the AGAR, the Internal Auditor’s submission and accompanying letters, and the need to agree STC’s position on Section 1 of the AGAR (page 4). The recommendation presented to STC by FWG was that all paragraphs 1 to 8 are ticked ‘yes’ as STC have correct governance in place. STC noted the Clerk’s advice as RFO was that paragraph 3 of Section 1 be ticked ‘no’

Cllr Dinnie proposed that the Annual Governance and Accountability Return (AGAR) section 1 be approved with ‘yes’ to all except paragraph 3 which should be amended to ‘no’, seconded by Cllr Westwood – 7 for – 2 against – 1 abstention - motion carried

Despite the current need for ‘virtual’ meetings, the legal requirement for the signature to be witnessed remains. Cllr Cooper completed Section 1 (page 4) as above, held up the unsigned form, signed it and held it up again. It was noted that this original document would then be signed by the Clerk.

13.3 Annual Accounts Statement 2019/2020 – Section 2

Accounts as signed and presented by the Clerk as RFO

Cllr Cooper proposed that the Annual Accounts Statement 2019/2020 be accepted as an accurate representation of the accounts, seconded by Cllr Dinnie – unanimous - motion carried

13.4 Dates set for Public Inspection period (24th August – 5th October 2020)

Cllr Cooper proposed that the dates set for the AGAR Public Inspection period be 24th August and 5th October, seconded by Cllr White – unanimous - motion carried

Cllr. Westwood expressed her thanks to both Cllr Cooper and the Clerk for the monumental work that has been done in relation to the finances and noted that both have dealt with the matters incredibly professionally.

14 FINANCIAL MATTERS

14.1 Invoices for approval - as listed July/August 2020 with the following errors corrected:

Grant to Wool Fair should read £1500.00 and the Shipston Cricket Club should read £2500.00 and the mayor/deputy mayor allowances be deferred until figures confirmed.

Verbal additions at the meeting:

Internal auditor £350.00, Zoom £14.39, Window cleaner £20.00

Cllr Cooper asked councillors to consider the HMRC payment of £23,654.83 (repayment of VAT reclaim for SAFAG and Wool Fair) and the options available. Cllr Murphy informed council that Wool Fair would reimburse STC their portion.

14.1a Cllr Westwood proposed that the VAT bill be paid with a view to seeking reimbursement, seconded by Cllr Cowley – 9 for – 1 against – motion carried

14.1b Cllr Cooper proposed that invoices are paid, with the corrections and additions and deferrals as noted, seconded by Cllr Dinnie – unanimous – motion carried

(Copy of approved payment list with corrections attached to minutes)

Cllr Cooper thanked everyone for the meeting and the clerk for her effort getting the council to this position.

Meeting closed at 9.46 pm

DATE OF NEXT MEETING - Monday 14th September 2020

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

Date: