



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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## MINUTES OF THE OCTOBER MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.05 PM ON MONDAY 12<sup>TH</sup> OCTOBER 2020

**Present:** - Town Cllrs: S. Saunders (Mayor), I. Cooper, P. Cowley, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy (visual and telephone audio), P. Tesh, M. Westwood, P. White  
Public: 2 Press: 1 WCC & SDC: T. Harvey Clerk: A. Packer & D. Neath

### INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council, welcomed members of the Town Council to the October Town Council meeting which, due to restrictions relating to COVID-19, was held via the 'Zoom' platform. Apologies made for the delayed start due to technical issues.

1 **APOLOGIES FOR ABSENCE** – Apology noted from Cllr Barker.

2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – Cllr. Dinnie noted membership of SAFAG (not pecuniary)

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

### 4 **MINUTES OF PREVIOUS MEETING**

Amendment made to Item 6.3 as number missing. Should read "...a shortfall of between £3 and £3.5 million."

**Cllr. Saunders proposed that the minutes for the meeting held on 14<sup>th</sup> September 2020, with the amendment noted above, be accepted as a true and accurate record - seconded by Cllr. Cooper – unanimous for – motion carried**

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

Band Hall/New Street car park update from Clerk - work has been completed. The contractors who laid the tarmac in 2017 have cut out a channel alongside the hall and made an urgent repair to manhole cover near entrance. No charge for either.

### 6 **REPORTS**

#### 6.1 **Town Councillors**

- Cllrs. Cowley, Cox, Tesh, Murphy – no reports.
- Cllr. Kelly reported on access issue at junction with London Road and Holly Road due to parked vehicles. Letters to Police and WCC Highways sent from local Neighbourhood Watch group. Cllr. Kelly monitoring. Cllr Tesh suggested consideration of a traffic regulation order for double yellow lines around junction.
- Cllr. Dinnie reported on his attendance at League of Friends meeting with SWFT.
- Cllr. White had no report but asked when Sports Club play area could be re-opened now repairs complete. The Clerk is arranging sign off/safety inspection and cleaning prior to reopening.
- Cllr. Westwood reported is attending a Covid Community Champions course. Cllr Westwood reported on problem with parked cars on corner of Manor Lane. Clerk noted school drop off/pick up was under discussion by GPWG.
- Cllr. Cooper noted how well the return to school had gone in Shipston and ought to be recognised.
- Cllr. Ivens reported that the Rotary Victorian Evening would be a virtual event this year. Father Christmas would still be doing his rounds in Shipston.

6.2 **County Council** – No report - Cllr. Barker not present.

6.3 **District Council** – Cllr. Trevor Harvey (delivered later in the meeting due to his delayed arrival)

- White Paper – Cllr. Harvey informed that it was likely this would now be published next year and due to County Council elections taking place in May 2021, it would probably be after that.
- SDC and Warwick DC, senior appointments going ahead. Both Councils agreed to make one plan for both districts. Review of Core Strategy needed. A single contract for Recycling has been agreed.
- Site Allocation Plan – Public consultation commencing later this month.
- Neighbouring parishes – Complaints/updates on excessive estate agents' boards, drainage problem on estate in Tredington & pedestrian crossing concerns in Newbold.

- 6.4 **SNT** – PC Sid Hammond unable to attend meeting. His report ‘Shipston Beat Area September 2020 – October 2020’ was read out by the Clerk.
- 6.5 **Shipston Forum** – Editor Mr Rowland. November edition; Club submissions, inclusion of ‘Totally Locally Fiver Fest’, Shipston Home Nursing, Wool Fair & Food Bank.
- 6.6 **Shipston Area Flood Action Group (SAFAG)** – No reports. SAFAG discussion under agenda item 13.
- 6.7 **Youth Working Group** – No report received this month.

**7 OPEN FORUM FOR PARISHIONERS**

- 7.1 Ms Hadland raised concerns over traffic near Shipston Primary School where crossing the road has become very dangerous. Compounded by Covid-19 measures for entering school. It was noted by councillors that WCC highways have not re-instated the ‘footprints’ and STC had asked for a footpath when the Lodge was built. Possibilities including lollipop person to be discussed by GWPG & Cllr. Barker for contribution to discussion as WCC councillor.
- 7.2 Ms French, representing the Ellen Badger League of Friends, expressed concern over the decision by SWFT to build in two phases instead of one. She described phase 1 as GP and wellbeing hub & phase 2 as the main estate including inpatient unit, but no guarantee phase 2 will happen. L.O.F. purchased a plot of land adjacent to the Ellen Badger (£635,000.00) with a view to securing the future of hospital services in Shipston & despite being asked, SWFT have not confirmed what is going in the hub. L.O.F. considers this is now compromised. Concerns noted by council with a view to discussion at another meeting.

- 8 **PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>**  
Chair of Planning Committee – Cllr. P Tesh.

Planning Committee Agenda of 12<sup>th</sup> Oct (held at 6pm), minutes of 14<sup>th</sup> Sept and 28<sup>th</sup> Sept noted.

- 8.1 Cllr Tesh reported that during the earlier Planning Committee meeting (12<sup>th</sup> October), the following two applications were voted as ‘no rep’:

**NEW PLANNING APPLICATIONS**

- **20/02663/TREE** – 6 Redwood Park – *G1 silver birch x 5, reduce height to approx. 5 metres to previous pruning points.*
- **20/02385/FUL** – 2 Simpson Road – *Garage conversion into a multi use room. An extension to the utility to accommodate a level access shower and WC.*

- 9 **OTHER PLANNING MATTERS** - None

- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** – Chair – Cllr. Cox. Agenda of meeting of 2<sup>nd</sup> October 2020 noted.

Cllr. Cox expanded on the GPWG agenda items discussed: Speeding London Road/Tilemans Lane, installation of dog bin at Hanson Track, playgrounds, cemetery and cemetery chapel, allotments, footpaths/car parks. Ongoing work.

- 11 **HERITAGE, AMENITIES AND LEISURE PROJECTS (HALP)** – Chair, Cllr. Cowley. Agenda and Minutes of meeting of 30<sup>th</sup> September 2020 noted.

- 11.1 Cllr. Cowley updated on progress regarding the river project, alleyway signage and cemetery chapels.

- 11.2 **Cllr. Cowley proposed that STC subscribes to membership of The Victorian Society, seconded by Cllr Cooper – unanimous for - motion carried**

- 11.2 Cllr. Cowley reported that the town with which Shipston is twinned is now named Torigny-les-Villes (formerly Torigni-sur-Vire) and that he and D. Neath will write an article for the next edition of the Shipston Forum in respect of this change. [Minute note: the spellings are correct – ‘Torigni’ has become ‘Torigny’]

**Cllr. Cowley proposed that STC formally note the change of name of the twinned town (Torigny-les-Villes) which should be reflected on the town signage as and when replaced, seconded by Cllr Cooper – unanimous for – motion carried**

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

Cllr. White reported that the website had been updated to meet legislative requirements on accessibility. Cllr White requested Councillors inform him of any changes to be made to the website in the ‘councillor’ section & the Clubs/Societies page. The October edition of the Forum is available for collection by residents in selected shops as delivery still on hold.

**13 FINANCE WORKING GROUP – Chair - Cllr Cooper. Minutes of meeting of 21<sup>st</sup> September 2020 noted.**

Cllr Cooper introduced and explained the recommendation to incorporate SAFAG as a working group of STC. Councillors expressed support for SAFAG and their work. Cllr. Cooper noted the preference for a Working Group rather than a committee with delegated powers, as STC have working groups for other functions with decisions going to full council. Cllr. Ivens expressed an interested in becoming a member of the Working Group once formed. Questions raised regarding potential extra workload for the council & continuation of access to grants from WCC as currently available to SAFAG.

**13.1 Cllr. Cooper proposed that in principle, the Town Council looks to make SAFAG a part of the Town Council as a Working Group, seconded by Cllr Dinnie – 10 for – 1 abstention - unanimous – motion carried**

FWG Timetable for Precept 2021-22 – Cllr. Cooper asked STC members to note the recommended timetable and refer any questions to the Finance Working Group.

**14 FINANCIAL MATTERS - Invoices for approval - as listed September/October 2020.**

The Clerk noted that there was a figure missing on the printed list - WALC invoice for Cemetery training should state £72.00. Verbal additions to the approvals list: Pink Connect £162.92 & a further WALC course (Engaging Youth Community) £72.00 Approvals list attached.

**14.1 Cllr. Saunders proposed that all invoices are paid, including those added verbally by the Clerk, seconded by Cllr. Cooper - unanimous for - motion carried**

**15 EXCLUSION OF PUBLIC**

*Recommendation: to exclude the public for the following reason:*

In view of the confidential nature of the business to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972, that the public be temporarily excluded and they are instructed to withdraw.

An invitation was extended to an applicant for co-option onto the council to introduce herself. Clerk noted that there had been a second applicant who had withdrawn for personal reasons.

**Cllr. Saunders proposed that the public be excluded from the meeting for the reason above, seconded by Cllr. Cooper, unanimous for - motion carried**

**16 CO-OPTION OF A NEW COUNCILLOR**

After an introduction from the applicant and discussion with her on the role of councillor, she left the meeting.

**Cllr. Saunders proposed that Sarah Timms be co-opted as a member of Shipston Town Council, seconded by Cllr. Cowley – unanimous for – motion carried**

**17 Cllr. Saunders proposed closing the meeting, seconded by Cllr. Dinnie – unanimous for - motion carried**

Meeting closed at 8.58 pm

**DATE OF NEXT MEETING - Monday 9<sup>TH</sup> November 2020**

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

Date: .....

**[APPENDIX ATTACHED – EXPENDITURE APPROVALS LIST]**

**Appendix to minutes of 12<sup>th</sup> October 2020**

**EXPENDITURE APPROVAL LIST - OCTOBER 12TH 2020**

<b>PAYEE</b>	<b>DETAILS</b>	<b>GROSS PAYMENT</b>
Redwax	Managed IT services (Inv 6189 - 01/10/20)	£ 195.00
Redwax	Office 365. Inv 6161 24/09/20	£ 9.48
Warks Pension Scheme	Staff Pensions -Sept	£ 1,160.25
HMRC	Staff NI/PAYE - Sept	£ 1,271.42
Council Staff	Staff Salaries - Sept	£ 3,087.87
Stephi Paull	Payroll Services - September	£ 21.00
Busy Biz	Forum Services (Oct edition)	£ 237.50
Talacom	Editorship of Forum (Oct edition)	£ 930.00
Lawns to Mow	Contract & Sports Club Mow/ Repair Sensory Garden bench	£ 6,336.00
Konica Minolta	Copier fees(June to Sept)	£ 98.06
Groundwork & Leisure Services	Replacement surfaces London Rd Play Area - invoice G2694	£ 19,618.80
Zenith	Deep clean/fogging of Skate Park	£ 300.00
SLCC	Clerk - National Conference (12th-16th Oct)	£ 30.00
Zoom	Invoice 20/09/20	£ 14.39
Land Registry	Card payment - Ashgrove	£ 6.00
Land Registry	Card payment - New Street x 2 searches	£ 12.00
Land Registry	Card payment - New Street - refund x 1	-£ 6.00
Land Registry	Card payment - Mill Street	£ 6.00
WALC (training course)	Clerk & Assistant training - Cemetery Compliance	£ 72.00
WALC (training course)	Clerk & Assistant - Core Roles in Parish Councils	£ 36.00
WALC (training course)	Clerk - The Clerks Year	£ 18.00
WALC (training course)	Clerk - Chairmanship Skills	£ 60.00
WALC (training course)	Clerk - The Planning System	£ 30.00
WALC (training course)	Clerk - Responding to Planning Applications	£ 60.00
WALC (training course)	Clerk & Chair - Employment responsibilities	£ 60.00

**Verbally added and approved at STC meeting 12th October 2020**

Pink Connect	Telephone/Broadband services, Inv. 365566	£ 162.92
WALC (training course)	Clerk/Mayor - Engaging Youth Community (Scheduled for May, postponed until July. Invoice dated 18/5/20, inv. No. 20236)	£ 72.00