



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE NOVEMBER MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT 7.00 PM ON MONDAY 9TH NOVEMBER 2020

Present: - Town Cllrs: S. Saunders (Mayor), J. Barker (joined the meeting at Item 6), I. Cooper, P. Cowley, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murph (via telephone link), P. Tesh, S. Timms, M. Westwood

Public: 1 Press: 1 WCC & SDC: Cllrs J. Barker and T. Harvey Clerk: A. Packer & D. Neath

INTRODUCTION

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

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

2 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – None

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

4 **MINUTES OF PREVIOUS MEETING**

Amendment made to Item 6.1 as follows. Should read: "Father Christmas would *hopefully* still be doing his rounds in Shipston."

Cllr. Cooper proposed that the minutes for the meeting held on 12th October 2020, with the amendment noted above, be accepted as a true and accurate record - seconded by Cllr. Tesh – 10 for – 0 against – 1 abstention – motion carried

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

Tileman's Lane school crossing problems – Options still being considered. Cllr. Saunders to discuss further with Cllr. Barker.

6 **REPORTS** [Cllr Barker joined the meeting]

6.1 **Town Councillors**

- Cllrs. Cooper, Cox, Ivens, Kelly, Dinnie and Timms – no reports.
- Cllr. Westwood reiterated her recommendation of the Covid Community Champions Course & also expressed her sadness & shock at the recent death of Steve Cawley, a member of the Patient Participation Group.
- Cllr. Tesh not happy with re-instatement of road outside Cemetery after removal of badly placed central island & will be taking up with WCC Highways. Also noted bus stop raised kerb has gully grate in front. Cllr. Cooper noted damage to Shoulderway Lane surface.
- Cllr. Cowley reported eggs being thrown at windows & cars at Halloween.
- Cllr. Murphy thanked Lawns2Mow for installing poppies/soldier up on Gyrotory Garden. Thanks also extended to the Royal British Legion and St Edmund's Church for an excellent Remembrance Service in difficult times.
- Cllr. Barker endorsed Cllr Murphy's report, adding that it had been a solemn & proper occasion. The laying of wreaths had been very moving & live streaming was amazing. Cllr Dinnie noted the bugle echo around town.
- Cllr. Saunders reported that she had laid a wreath on behalf of STC with a serviceman from Kineton. All went well with respect & social distancing. In company with Cllr. Cooper, Community wreath will be laid on 11th November. Cllr. Saunders considered an Easter event being held for those who would normally attend the Community Christmas Day lunch. Cllr. Westwood added that the Time Bank are holding a 'Zoom' get together Christmas day.

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

- Cllr. Barker was pleased to see Cllr Harvey in person when he helped at the foodbank on Saturday.
- The traffic island which should not have been positioned opposite cemetery was removed very quickly. Requested photos of the Shoulderway Lane damage to be forwarded to her. London Road roadworks have concerned residents as operating until midnight and then from 2.30am until 5am with noise and vibration of houses.
- Covid-19 rates – Very low in the Stratford district, and would still be tier 1 if not changed by Government.

6.3 District Council – Cllr. Trevor Harvey

- Cabinet meeting – Cllr. Harvey informed that SDC in first 6 months is £5m short of income against budget, £2m due to loss of fees (half of which was car parking). Financed from reserves for the time being. Start of year reserves £8.9m, estimated to £4m by end of year, minimum to hold is £2m. If increase in council tax were made just to recover reserves, it would mean a 60% increase (band D from £144 to £231), but law does not allow more than a £5 increase. Likely council tax increase and reduction of services
- SDC & Warwick DC moving towards joint working; changes to refuse collection from April 2022 to a 3-2-1 system; Food caddy weekly, recycling & green waste fortnightly, other waste every 3rd week. New & replacement bins will be smaller, reduced from 240 to 180 litres - Less pollution, and economy of scale. Charges for recycling green waste from April 2021. (Cllr. Cooper suggested size of bin should reflect number in the household).
- Change of personnel in Cabinet due to a recent resignation. A member abstained from a decision on a matter in their own portfolio – a team decision should be accepted or leave the team. Report differed in Stratford Herald.
- Parking in Manor Lane – Cllr. Harvey said he had checked regularly & apart from an occasion of a van parked on double yellows, there were no issues. Cllr. Barker added that free parking permits for Telegraph St carpark were available for parents to park and walk to and from school to alleviate parking problems at certain times of the day.

6.4 SNT – No report received this month.

6.5 Shipston Forum – Editor Mr Rowland. December edition to include sighting of white deer, article from League of Friends, Proms, Shipston Churches & ‘Little Shipstonians’ colouring competition for under 12s.

6.6 Shipston Area Flood Action Group (SAFAG) – No report received this month.

6.7 Youth Working Group – No report received this month. Cllr. Saunders asked STC members to contact herself, Cllr. Cooper or the Clerk if they had any ideas on ways forward to re-energise this group.

6.8 Ellen Badger/Health & Well Being – report/update as necessary

Cllr Saunders introduced this as an inclusion on the agenda for a regular update from interested parties.

Cllr Dinnie noted that since the last meeting SWFT had offered reassurances to Cllrs Saunders & Barker & EB League of Friends. SWFT have had budget stripped, need to ensure phase 2 follows phase 1 & that infrastructure for phase 2 goes in from the outset. Cllr Barker noted there was always a danger of money put aside ending up in a general fund but will push for infrastructure at Council of Governors meeting. Cllr Westwood will ask HWB for a statement of what is going into the ‘hub’ which is not just a café. Cllr Dinnie expressed a wish for a hospital to be an urgent treatment centre. Cllr Westwood stated this was not realistic & it will be space for a diagnostic team & access to consultants, interaction with GP’s.

7 OPEN FORUM FOR PARISHIONERS – (heard earlier in the meeting)

Ms French, representing the Ellen Badger League of Friend informed STC that the Medical Centre now has financial backing & gave details on the Health & Well Being Hub in Phase 1 and the in-patient unit in Phase 2.

8 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>

Chair of Planning Committee – Cllr. P Tesh.

Extraordinary Planning Committee minutes of 12th October 2020 and Planning Committee Agenda and Minutes of 26th October 2020 noted. Cllr Tesh reported nothing new to add but detailed the below decisions from SDC.

8.1 NEW PLANNING APPLICATIONS – no new applications.

8.2 DECISIONS FOR NOTING

- **20/02029/FUL** – Ridgeway, London Road – *single storey garage* – **Permission with conditions.**
- **20/02245/FUL** – 4 The Driftway – *Single storey extension to front/alterations to drive* – **Permission with conditions.**
- **20/02385/FUL** – 2 Simpson Road – *Garage conversion to multi use room/extension for shower/WC* – **Permission with conditions**
- **20/02663/TREE** – 6 Redwood Park – Silver birch x 5 reduce height to approx. 5 m – **Consent with conditions**

8.3 PLANNING APPEALS/AMENDMENTS/VARIATIONS – None.

9 OTHER PLANNING MATTERS

Recommendation: *The Planning Committee recommends the appointment of ARC4 to undertake the Housing Needs Survey.*

The Planning Committee have carefully considered the four companies who had tendered for this housing survey, required by the Neighbourhood Plan to be done every five years. If appointed, ARC4 will prepare questionnaire to be distributed in January 2021. Discussion ensued on considerable cost of survey for planning authorities to potentially then disregard.

Cllr. Westwood proposed that STC appoint ARC4 to undertake the Housing Needs Survey, seconded by Cllr Dinnie – 9 for – 1 against – 2 abstentions - motion carried

10 GENERAL PURPOSES WORKING GROUP (GPWG) – Chair – Cllr. Cox. Agenda and minutes of meeting of 30th October 2020 noted.

Cllr. Cox reported that the play area at the Sports & Social Club was now open.

Cllr Ivens reported from GPWG recognition of the work done for the town by Linda Cornock over the years. This has included making masks during the pandemic and raising money for town charities as well as knitting and crocheting woollen

decorations for the Wool Fair & Victorian Evening. Cllr. Saunders will highlight Linda's efforts to the High Sheriff of Warwickshire and include a write up in the December Forum. Cllr. Westwood to send photographs for inclusion in Forum.

- 10.1 Recommendation:** *that the quote from Treotech for all necessary tree work identified in the 2019 tree survey is accepted and work carried out at an approximate cost of up to £7500.00 plus VAT (items listed as extras within the quote to be excluded).*

Cllr. Saunders proposed that Treotech carry out work identified in the 2019 tree survey to a maximum cost of £5,000 with a view to additional work being completed later if necessary, seconded by Cllr Ivens – 12 for - unanimous - motion carried

- 10.2 Recommendation:** *that the town Christmas trees are ordered for delivery mid November with a view to lights being installed and switched on as soon after as is practicable.*

Cllr. Cowley proposed that the trees and lights are in place and switched on as soon as possible, seconded by Cllr Murphy – 12 for - unanimous - motion carried

- 10.3 Recommendation:** *that Council agree the installation of the two pieces of 'Proludic' equipment proposed by TCL at Angela's Meadow, with 'grass mats' beneath and around them.*

Details of the budget available for the enhancement as detailed in the S106 document (Chapel View) have not been forthcoming and neither the Clerk nor councillors have not had sight of the Open Space Agreement referred to in the S106.

Cllr. Saunders proposed that this be referred to the Planning Committee, seconded by Cllr Ivens – 12 for - unanimous - motion carried

- 11 HERITAGE, AMENITIES AND LEISURE PROJECTS (HALP) – Chair - Cllr. Cowley. Agenda & Minutes of meeting of 28th Oct noted.**

- 11.1 Recommendation:** *The Council authorises the instruction of solicitors to act for it in connection with the completion of the Lease of land at Mill Street at a cost of up to £2,500 plus VAT plus disbursements. (Noting previously agreed figure of between £1,000 and £1,500 for legal costs – minute ref 12.1 on 12th November 2018 and agreement to appoint a solicitor to act for STC – minute ref. 12 on 13th January 2020).*

Cllr. Cowley proposed that STC authorise the instruction of solicitors, Robert, Lunn & Lowth at a cost of £900 +VAT + disbursements, seconded by Cllr Cooper – 12 for - unanimous - motion carried

- 11.2 Recommendation:** *The Council notes the need for provision of facilities for young people in the town, investigates how such provision may be made and enters into discussions with interested parties.*

Cllr Barker noted that the Badger Centre would soon be available for 1:1 counselling for young people, Cllr Ivens reminded council that a Youth Club is already in existence, Cllr Saunders noted the need for careful repairs to cemetery chapels. Cllr. Cowley informed a reply was awaited from SDC regarding permissions to name alleyways in Shipston. Cllr. Ivens expressed how the naming of new roads after the 'fallen' has been well received. (No vote taken).

- 12 COMMUNICATIONS WORKING GROUP (CWG) – Chair - Cllr. White absent. No reports**

- 13 FINANCE WORKING GROUP – Chair – Cllr. Cooper. No reports.**

Cllr Cooper reminded Chairs of Working Groups to submit requests for budgets

- 14 FINANCIAL MATTERS - Invoices for approval - as listed October/November 2020 (appendix attached)**

A fee of £231.00 for the planning application for change of use of Clark House and reimbursement of £6.00 to Nigel Willis for a land registry search completed in connection with the HALP meeting of 28th October 2020 were noted by the Clerk and the late addition of an invoice from Zenith Contractors for cleansing of the Sports Club play area £250 +VAT.

- 14.1 Cllr. Saunders proposed that all invoices are paid, including Zenith added verbally by the Clerk, seconded by Cllr. Cooper – 12 for – unanimous - motion carried**

Cllr. Saunders proposed closing the meeting, seconded by Cllr. Cooper – 12 for - unanimous - motion carried

Meeting closed at 9.04 pm.

DATE OF NEXT MEETING - Monday 14th December 2020

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

Date:

Appendix – Minute ref. 14 09/11/2020

EXPENDITURE APPROVAL LIST - NOVEMBER 9TH 2020		
PAYEE	DETAILS	GROSS PAYMENT
Redwax	Inv 6243 - Managed IT support	£ 195.00
Redwax	Inv 6214 - 365 office	£ 9.48
Busy Biz	Forum services (November edition)	£ 237.50
Talacom	Forum editorship (November edition)	£ 930.00
KMS	Forum printing (October edition)	£ 633.00
KMS	Forum printing (November edition)	£ 633.00
Lawns to Mow	Town contracts plus installation of dog bin, removing swing & flood watch duties 3am to 10am (4th October)	£ 6,432.00
Warks Pension Scheme	Staff pensions	£ 1,090.00
HMRC	Staff NI/PAYE	£ 1,098.93
Council Staff	Salaries (October)	£ 2,958.98
Stephi Paull	Payroll services (October)	£ 21.00
Water Plus	New Street allotments (June to Oct)	£ 534.48
EON	NCH Electricity (Sept)	£ 64.48
Npower	Clark House electricity	£ 91.67
Npower	Cemetery Chapel electricity(standing charge Jul-Nov)	£ 65.99
ICO	Annual Data Protection registration of STC (DD)	£ 40.00
SDC	Clark House Planning Application	£ 231.00
Land Registry	Searches re land at Ashgrove x 4 @ £6 each (individual payments)	£ 24.00
A. Hince	Window Cleaning New Clark House 06/10/20	£ 20.00
Nigel Willis	Reimbursement of Land Registry search for HALP	£ 6.00
ESPO	Disposable bags for inside dog bins	£ 36.72
Glasdon	Replacement plastic liners for dog bins x 5	£ 97.98
Royal British Legion	Town Council poppy wreath	£ 25.00
Tops Plants	Shipston in Bloom order (from grant fund)	£ 252.00
John Lyne	Shipston in Bloom compost (from grant fund)	£ 233.33
Verbally added and approved at STC meeting 9th November 2020		
Zenith	Invoice for cleaning Sports Club Play area	£ 300.00