



# SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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## MINUTES OF THE JUNE MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD VIA VIDEO CONFERENCE COMMENCING AT AT 7.00PM ON MONDAY 8<sup>th</sup> JUNE 2020

**Present:** - Town Cllrs: S. Saunders (Mayor), I. Cooper (Deputy Mayor), P. Cox, J. Dinnie, F. Ivens, G. Kelly, P. Tesh, M. Westwood. P. White, P. Cowley, J. Barker

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

### INTRODUCTION

Cllr Saunders, Mayor of Shipston Town Council welcomed members of the Town Council to the June Town Council meeting which, due to restrictions relating to COVID-19, was held via the 'Zoom' platform

- 1 **APOLOGIES FOR ABSENCE** – Cllr Murphy not present (technical difficulties). Cllr Barker arrived as noted below.
  - 2 **DECLARATIONS OF INTEREST** – none
  - 3 **DISPENSATIONS RECEIVED BY CLERK** – none requested
  - 4 **MINUTES OF PREVIOUS MEETING**  
Cllr Barker joined the meeting
    - **Cllr. Cooper proposed that the minutes for the meeting held on 18<sup>th</sup> May 2020 be accepted as a true and accurate record - seconded by Cllr. Kelly - unanimous – motion carried**
  - 5 **CLERK'S REPORT** - Report noted – Clerk added that the tree in Greenfields Close had been attended to and also that one of the new pieces of gym equipment at the Sports Club play area was loose. Ground surface delayed whilst PIRMS attend to it. Cllr Saunders thanked the Clerk for the extra hours being worked and continued efforts under difficult circumstances
  - 6 **REPORTS**
    - 6.1 **Town Councillors**
      - Cllrs. Kelly, Dinnie, Cox, Ivens, White, Cowley, Westwood, Cox, Kelly and Tesh – no reports.
      - Cllr. Westwood noted that concerns had been raised regarding the proposed new hospital and the fascia being demolished for a modern looking building. Cllr Cooper added that the plans include the Badger statues in the new design. Cllr Dinnie also added that the plans have kept the shape of the pitched roofs and historic features are being reflected in the new design, echoed by Cllr Saunders
      - Cllr Cooper noted issues of Shipston recycling centre not been open -. Cllr Barker confirmed it will be opening soon & Cllr Dinnie noted that small recyclables can be left out with household collection
      - Cllr Saunders reported that Baggy's online quiz had raised £240 for the Mayor's charity (CRUSE) and thanked all for the support.
    - 6.2 **County Council** – Cllr. Jo Barker
      - Recycling Centre due to open on 18<sup>th</sup> – not confirmed. Cllr Barker is on the committee for local 'Track and Trace' as one of the beacon councils, meeting once a week. WCC briefings fortnightly so settling down to a new normal, including decision making meeting. WCC annual meeting will be 23<sup>rd</sup> July.
      - Discovered that the County volunteering is worth £2.9 million a week in social value
      - Some pedestrianisation elsewhere. Concerned that Shipston should work as it is without changes
- Cllr Barker lost signal but remained at the meeting with no video/microphone link

- 6.3 District Council – Cllr. Trevor Harvey**
- SDC met 2 weeks ago to undo some of the March decisions. Experience had shown that delegated power had led to congestion in planning and licensing with decisions being put off. Both committees will resume online meetings
  - Grants continuing to be paid out
  - SDC will not be receiving money it needs, leaving a hole of £8million. Prime attractions RSC and Birthplace Trust likely to stay closed until the end of the year. Tourist attractions not opening
  - New group formed “The Council Recovery Advisory Group” to address the gap as council has to take decisions by end of Oct regarding the financial problem and setting next years budget. There may be a 3<sup>rd</sup> tranche of money tailored to individual councils, other places with similar tourism problem
  - Prompt action by Izzy Seccombe to move travellers on from the Fosse
  - Grass cutting by Orbit in Donnington Rd has been affected – should be dealt with before end of month
  - Issues with grants and land charges – reopened today
  - Involved in talks with Cllr Westwood regarding a footbridge over the river

**6.4 SNT –** Written report received from PC Hammond and circulated by Clerk. Cllr Cooper asked that we send a vote of thanks to the team for their efforts during this time

**6.5 Shipston Forum –** Mr Rowland noted the first editions of Forum were not was anticipated as struggling for content. This month has some reports from clubs, a submission from SAFAG and detail from historical publications eg. “The Outpost” Cllr Dinnie asked if PC Hammond could contribute to the Forum.

**6.6 Shipston Area Flood Action Group (SAFAG) –** Written report presented by Cllr Dinnie. Work is taking place upstream of Shipston, over 100 extra interventions total now at over 800. Town and Parish councils to make some financial allowance for looking after these in the future. Needs a full catchment involvement. Website needs upgrading if Comms could assist. Passed on Phil’s thanks for the support. Some financial support will be needed. Cllr Cooper said SAFAG could apply to STC for a grant similarly to other organisations

**6.7 Youth Working Group –** No report this month.

**7 Open Forum for Parishioners:**

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

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

Cllr Tesh noted that planning matters have been dealt with on an ad hoc basis by the Planning Committee via email.

#### **PLANNING APPLICATIONS CONSIDERED BY PLANNING COMMITTEE 9<sup>TH</sup> MARCH 2020**

##### **NEW APPLICATIONS considered by PC :**

- 20/00356/FUL – 62 Hawthorn Way – No rep
- 19/03019/FUL – Shipston High School (referred to full council meeting 9<sup>TH</sup> March 2020)

##### **AMENDMENTS TO PLANNING APPLICATIONS considered by PC:**

- 20/00020/FUL – 4 Pittway Ave – Amendment – no further comment

#### **PLANNING APPLICATIONS RESPONDED TO BY THE CLERK using delegated authority after consultation with the**

**8.2 Planning Committee -** Responses for noting as follows:

- 20/00343/FUL – Land at Campden Road – Object (following on from holding objection)
- 20/00647/LBC – George Wells House, Church Street – No rep
- 20/00726/FUL – 3 Joy Drive – No rep
- 20/00811/FUL – 33 New Street – No rep
- 20/00822/FUL – Archway House - No rep
- (20/00896/LDP – 15 Norgren Cres – Not consulted)
- 20/00952/FUL – 43 Queens Ave – No rep
- 20/00954/COUR – Springfield Farm Rise - Object

(19/03019/LDP – Shipston High School - Not consulted

**8.3 NEW PLANNING APPLICATIONS** (planning spreadsheet attached) - for noting as to be considered by PC  
20/01066/FUL – 22 Old Road

#### **8.4 PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL**

- 20/00033/VARY – 76 Campden Road – Permission granted
- 20/00268/FUL - 4 Simpson Rd – Permission with conditions
- 19/00732/VARY – 76 Campden Road – Permission
- 20/00384/FUL – Cotswold Fold, 37 Telegraph St – Refused
- 20/00726/FUL – 3 Joy Drive - Permission with conditions

- 10/00075/OUT – Springfield Farm Rise – Refused
  - 20/00647/LBC – George Wells House, Church Street – Consent with conditions
  - 20/00822/FUL – Archway House – Permission with conditions
  - 20/00811/FUL – 33 New Street - Refused
- 8.5 • 20/00356/FUL – 62 Hawthorn Way – Permission with Conditions

**PLANNING APPLICATIONS WITHDRAWN**

- 8.6 • 20/00538/FUL – 15 Norgren Crescent -withdrawn

**PLANNING APPLICATION APPEALS**

- 20/02892/FUL – 16 Mill Court – appeal against decision

Cllr Tesh noted the appeal against SDC decision for the Mill Court planning application for change of use from a flat to a holiday let which is to be dealt with by written representation by the planning inspectorate. STC objection had been lack of parking provision and the impact on availability of low cost housing. Neither of those formed part of SDC's refusal so Cllr Tesh would like to approach Avon Planning for a second opinion.

**Cllr Cooper proposed STC seek clarification from Avon Planning on how to proceed – seconded by Cllr Dinnie – unanimous – motion carried**

- 9.1 **OTHER PLANNING MATTERS** - Request from Medical Centre for a letter of support from STC for the Ellen Badger redevelopment. Cllr Tesh explained that the development is at the pre-application stage where developers are encouraged to consult with parish & town councils and other stakeholders so STC could legitimately pass comment on the proposal. Cllr Dinnie agrees that we can make clear our support for the Health and Wellbeing Partnership and their work in reacting to the JNSA information and the work being done by the League of Friends in support of the Ellen Badger Hospital. Cllr Cowley suggested STC support the principle of the development, which was endorsed by Cllr Cooper. Cllr Harvey referred to the letter and confirmed the request was for supporting the business case for the proposals they have for the Ellen Badger site. Cllr Tesh suggested we should make comment on the aesthetics of the proposal and Cllr Saunders agreed STC should start a dialogue on that.

Cllr Westwood noted that we are lucky to have the CCG behind us in allowing the hospital to be developed and STC should show support as the CCG could withdraw their support at any point.

**Cllr Saunders proposed STC provide a letter in support of the concept -seconded by Cllr Barker – unanimous – motion carried**

- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** – Cllr Ivens, Chair of Group – No report

- 11 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP)** – Cllrs Saunders & Westwood, Joint Chairs – No report

- 12 **COMMUNICATIONS WORKING GROUP (CWG)** – Chair Cllr. White – Echoed the struggle for content for the Forum, requesting any stories to be sent in. An article from Totally Locally unfortunately couldn't be included due to the commercial mentions. Final copies will be sent to councillors once approved by comms working group. Distribution via both co-ops, Taylors, Taste of the Country, Martins and additional requests eg. Low Furlong and Rainbow Fields. Confirmed the contracts between STC and Tala Communications, and STC and Busy Biz

- 12.1 **Cllr White proposed accepting the contract between Tala Communications and STC – seconded by Cllr Cooper – unanimous – motion carried**

- 12.2 **Cllr White proposed accepting the contract between Busy Biz and STC – seconded by Cllr Cooper – unanimous – motion carried** Cllr Saunders proposed the Clerk be authorised to sign the contracts on behalf of STC – seconded by

- 12.3 **Cllr Ivens – unanimous – motion carried**

- 13 **FINANCE WORKING GROUP (FWG)** – Cllr Cooper, Chair of Group – Minutes of April and May meetings attached

- 13.1 **APOLOGIES FOR ABSENCE RECEIVED FROM:** None

- 13.2 **FWG Vacancy** – there is at least one vacancy on the FWG. IC to send out email to councillors

- 13.3 **Covid 19** – update provided on relevant disruption in relation to FWG – payment authorisations have been approved between the Town Clerk and Chair of FWG in line with emergency regulations – so that we can pay our bills. Discussion around grants that have been paid to organisations who have had their event cancelled due to Coronavirus – principally PROMS and Wool Fair. FWG recommend allowing organisations to retain funds and review with next year's grant applications

**Cllr Cooper proposed all organisations granted funds which won't be used this year due to the corona virus will be allowed to retain those grants in order to use them in an appropriate manner next year – seconded by Cllr Ivens – 10 for – 1 abstention – motion carried**

- 13.4 **CMIS Paperless office** – CMIS are proceeding with the development and should have something to review soon. Need to determine Tablet's for Councillor use – FWG needs to ensure policy in place for loan equipment.

**Cllr Cooper proposed that tablets are ordered once a suitable spec. is determined within the previously agreed budget of £3,000.00 – seconded by Cllr Westwood – unanimous – motion carried**

- 13.5 **Clark House Lease** – a new lease has been drafted for the Historical Society, and reviewed by Cllr Cowley. Clerk will provide a schedule of maintenance that STC will be responsible for before. This will include upgrades to the electrics. Three quotes have been obtained for this work, FWG recommend one quote be accepted. We also need to request a change of use for the museum to be able to operate from the premises.

- 13.5.1 **Cllr Cooper proposed requesting MKM Electrical carry out the work necessary to meet STC's obligations as landlords – Seconded by Cllr Cox – unanimous – motion carried**

- 13.5.2 **Cllr Cooper proposed that STC make the application for change of use of the building – seconded by Cllr Cox – unanimous – motion carried**

- 13.6 **Finance System and Training** – Clerk provided an update on Finance Systems, appointment of Internal Auditor and completion of AGAR.

- 13.7 **Council Investment Strategy** – £100,000 of reserves from the NATWEST reserve account have now been repaid and are now due to be invested in the CCLA instant access account.

- 13.8 **Finance Regulations** – Cllr Cooper will update Finance Regulations in line with NALC model Financial Regulations. Standing Orders are recommended to Council for approval subject to agreement on quorum for committees. **Cllr Cooper proposed STC accept the revised Standing Orders with the change of quorum for committees to be 4 members – seconded by Cllr Tesh – 10 for – (Cllr Barker no longer digitally present – no vote counted) – unanimous – motion carried**

- 13.9 **Long term STC strategy** – update and action plan to be carried forward (note: FWG to set up meeting with chairs of working groups to discuss medium/ long term plans, which will feed into Long Term investment strategy.)

- 13.10 **Audit of IT and internet services** – With former Cllr Scobie's departure from the FWG, it was recommended that we get an external party in to carry out the audit.

**Cllr Cooper proposed obtaining quotes from external parties to conduct Audit of IT and Internet services – seconded by Cllr Cox – 10 for (Cllr Barker still not present) – motion carried.**

- 13.11 **Risk Register** – Actions for other working groups, specifically #2 Press Management (Comms), #4 Managing Staff (Staffing) and for councillors to note - #8 Expenses policy and #10 Councillor Competence (code of conduct attached). Cllr Cooper to ask Cllr Kelly / Cllr Cowley to look over.

- 13.12 **Clark House Telephone system** – a quote has been received from current suppliers of the telephone system for it to be upgraded. FWG will ask Redwax to look over it.

- 13.13 **S106 & CIL funds** – ongoing review together with Cllr Tesh of S106 & CIL funds available / due STC.

- 13.14 **AOB** - none

**Date of Next Meeting:**

Monday 15th June 2020

#### 14 **FINANCIAL MATTERS**

- a) Invoices paid– as listed March/April 2020 and April/May 2020 – for noting as paid under delegated authority
- b) Invoices for approval – as listed May/June 2020. Confirmed totals for ESPO, noting inclusion of black bins and total for Tala
- c) Income to be noted at next meeting

**Cllr. Ivens proposed that all invoices be paid with the addition of invoices from Pink Connect, Water Plus, S.S.E., Topps Plants - seconded by Cllr. Cooper – unanimous (Cllr Barker not present) – motion carried**

**15 WORKING GROUPS**

Membership of the following working groups/committees

- Finance Working Group – Cllrs Cooper, Ivens, Murphy, Barker & Dinnie
- Communications Working Group – Cllrs White, Cooper & Cox
- General Purposes Working Group – Cllrs Ivens, Murphy, Westwood, Saunders & Cox
- Health Amenities & Leisure Projects Working Group – Cllrs Saunders, Westwood, Cowley & Dinnie.  
Additional non council members to be confirmed
- Staffing Working Group – Cllrs Murphy, Saunders, Cooper, Ivens, Kelly

Planning Committee members – Cllrs Tesh, Kelly, Dinnie, Cox, Westwood & Murphy

**16 SHIPSTON COMMUNITY**

Proposal from Cllr Cooper for short term road closures to support town centre businesses once opening restrictions are lifted. Suggestion of Friday nights so as not to affect other businesses. Clerk explained that SDC confirmed that in order to apply for a road closure it would have to be for an event. Clerk was referred to WCC who said they were rolling out measures in larger towns by 15<sup>th</sup> June and are looking at Shipston. Possibilities include suspension of parking bays, barriers to widen pavements, closing road off between Sheep Street and High Street and encouraging parking elsewhere to achieve more walking space for social distancing. WCC were not able to consult with STC due to timescales but Clerk intends to meet with WCC to discuss their plans. Cllr Saunders suggested that licensed premises could apply for a Temporary Entertainments Licence, noting that planners are relaxing the rules around curtilages. Cllr Saunders noted that Rotary and Totally Locally were not in a position to do anything specific in the town centre and Cllr Cooper said the businesses he had spoken to were in favour of some measures. Clerk to meet with WCC engineer and make enquiries with SNT, Cllr Saunders will liaise with the principal hospitality providers concerned re TENS

**17**

No applications for Councillor vacancy to date

Meeting closed at 8.42 pm

Next general meeting: - Monday 13<sup>th</sup> July 2020 via Zoom commencing at 7.00 pm

Signed.....

Date.....

Councillor Sheelagh Saunders  
Town Mayor, Shipston on Stour Town Council