



SHIPSTON ON STOUR TOWN COUNCIL

AGENDA

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

Telephone: 01608 662180

E-mail: clerk@shipstononline.org

Website: www.shipstononline.org

To: (Councillor) D. Scobie (Town Mayor), J. Barker, I. Cooper, P. Cox, J. Dinnie, F. Ivens, G. Kelly, V. Murphy, S. Saunders, P. Tesh, M. Westwood, P. White of Shipston-on-Stour Town Council

You are hereby summonsed to attend a Meeting of the above-named Council, convened by the Town Mayor, Councillor Dan Scobie, to be held in New Clark House on Monday 13th January 2020 commencing at 7.00pm.

The business to be transacted at the meeting is as follows: -

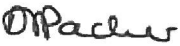
AGENDA FOR THE JANUARY 2020 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting, the public are allowed to record the Council and officers from the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, family, friends or close associates.

- 1 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (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)
- 3 TO NOTE REQUESTS FOR DISPENSATIONS RECEIVED BY THE CLERK
- 4 MINUTES of the last TOWN COUNCIL MEETING that took place on 9th December 2019
 - To confirm minutes (draft attached)
- 5 CLERK'S REPORT (attached)
- 6 REPORTS
 1. Reports from Town Councillors concerning issues within Shipston (STC – Shipston Town Council)
 2. County Council issues (WCC – Warwickshire County Council)
 3. District Council issues (SDC – Stratford District Council)
 4. SNT (Safer Neighbourhood Team) – report as needed
 5. Shipston Forum – current issue
 6. Shipston Area Flood Action Group (SAFAG) – report and / or update as necessary
 7. Youth Working Group – report as necessary
- 7 OPEN FORUM (15 MINUTES DURATION)
 - Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 mins.
- 8 PLANNING MATTERS – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
 - PLANNING APPLICATIONS discussed by PWG – actioned using delegated power – recommendations added: 19/03019/FUL – Shipston High School – new perimeter fence and 3 automatic gates – support as safeguarding measure for students, but concern that two areas outside the fence may need maintenance gates.

9	<ul style="list-style-type: none"> • NEW PLANNING APPLICATIONS (planning spreadsheet attached) 19/03538/FUL – land off Station Road – change of use of land to residential garden and erection of fence • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 19/02401/FUL – 4 Warwick Place – part single/part two storey extension & alterations to existing dwelling plus demolition of outbuildings and erection of new attached dwelling – Permission with conditions 19/02892/FUL – 16 Mill Court – change of use from flat to short term holiday let – Refused • PLANNING APPLICATIONS WITHDRAWN <ul style="list-style-type: none"> • 19/02564/ADV - Land at Tilemans Lane – Free standing, wall mounted & box section post signage - Withdrawn <p>OTHER PLANNING MATTERS (see Planning Minutes 23rd December 2019 attached) Agree Terms of reference for PWG to become a full Planning Committee</p>
10	GENERAL PURPOSES WORKING GROUP (GPWG) – Cllr Ivens, Chair of Group – no report this month
11	HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – Verbal report by Cllrs Saunders and Westwood, Joint Chairs Museum update Riverbank project update
12	COMMUNICATIONS WORKING GROUP (COMMS) – Cllr White, Chair of Group – verbal report from Cllr Cooper
13	FINANCE WORKING GROUP (FWG) – Cllr Cooper, Chair of Group
13.1	APOLOGIES FOR ABSENCE RECEIVED FROM: None
13.2	Precept 2020/21 – FWG have reviewed all grant requests and wish list items. <i>Recommendation that TC accepts the proposed grant and wish list amounts to include as part of the 2020/21 precept.</i>
13.3	Precept 2020/21 – FWG reviewed first Draft Budget Costs and income for 2020/21 precept. Further review and precept recommendation at FWG meeting on 20 th January
13.4	Tenancy – Old Clark House – confidential matter - recommendation to be discussed in closed session
13.5	Date of next meeting – Monday 20 th January 2020
14	FINANCIAL MATTERS <ul style="list-style-type: none"> a) Invoices received – as listed November 2019 / December 2019 b) Payments received – as listed November 2019 / December 2019 <p>Proposal to close the meeting to allow discussion on confidential matters as at 13.4 above and 15 below</p>
15	CO-OPTION To discuss co-option of applicant – copy attached
16	To discuss confidential financial matter – referred to at 13.4
	<p>DATED THIS 8th January 2020</p> <p></p> <p>TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</p>



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE DECEMBER MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 9th DECEMBER 2019

Present: - Town Cllrs: D Scobie (Town Mayor), I Cooper, P Cox, J Dinnie, F Ivens, G Kelly, V Murphy, s. Saunders, P Tesh, M Westwood, P White

Public: 2

Press: CM

WCC & SDC: TH

Clerks: GB, AP, DN

INTRODUCTION

Town Mayor, Cllr. Dan Scobie welcomed Town Council members, press and public to the Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllr. Barker were noted.

2 **DECLARATIONS OF INTEREST** – none

3 **DISPENSATIONS RECEIVED BY CLERK** - none

4 **MINUTES OF PREVIOUS MEETINGS**

- **Cllr. Cooper proposed that the minutes for the meeting held on 11th October 2019 be accepted as a true and accurate record, seconded Cllr. Kelly – 10 for, 1 abstention – motion carried**

5 **CLERK'S REPORT** - the Clerk's written report was noted.

Cllr. Scobie noted this was the last meeting before Georgina Beaumont would be retiring as Town Clerk and offered his significant thanks for her contribution to the Town Council over the last 11 years, which also included her personal contribution to events in the town during that time.

6 **REPORTS**

6.1 **Town Councillors**

- Cllr. Westwood congratulated the Victorian Evening, noting that many favourable comments had been received. Reported that an architect has been appointed re development of the Ellen Badger site.
- Cllr. Murphy endorsed the success of the Victorian Evening, noting the input from the town band.
- Cllr. Tesh noted a call regarding a wall overlooking a neighbouring conservatory so will check if it is permitted development and noted a request from a resident of the current situation at Chapel View.
- Cllr. White noted the lights outside New Clark House were not working and a letter was still missing from the signage. Town Clerk confirmed arrangements had been made for the necessary repairs.
- Cllr. Dinnie expressed concern about the future of the childrens centre and is exploring leads.
- Cllr. Cooper informed that Wrestling is returning to Townsend Hall on Sunday
- Cllr. Cox has received complaints of flower bed trampling and requested an update on potholes at the cemetery
- Cllr. Ivens shared flyers publicising the 'Angels Everywhere' at St Edmund's Church
- Cllr. Scobie also endorsed the success of the Victorian Evening and thanked Shipston Rotary Club.

6.2 **County Council** – Cllr Jo Barker – no update.

6.3 **District Council** – Cllr. Trevor Harvey

- Cllr. Harvey noted that 22 houses in the whole of Stratford District were flooded during the recent wet weather, which is in part due to the work in Shipston. Had improvements not been made, this number would have significantly higher
- Activity is being monitored at Darlingscote Crossroads for possible breach of planning.
- Further to the previous report on parking charges, no documents supporting an old agreement for maintaining a reduced rate at Telegraph Street have yet been located at SDC.
- The proposed charges for collection of green waste has been approved.

- 6.4 SNT – No report this month.
- 6.5 Shipston Forum – Lead story for January 2020 will be 20th Anniversary of the Forum and focus on different clubs around the town
- 6.6 Shipston Area Flood Action Group (SAFAG) – No report this month.
- 6.7 Youth Working Group – No report this month.
- 7 Open Forum for Parishioners – No questions raised.
- 8 **PLANNING MATTERS** – all planning applications can be viewed at: <https://apps.stratford.gov.uk/eplanning/>
Planning applications *These applications discussed by the PWG*
- 19/02969/TREE – 31 New Street – T1 – Robinia – Fell - no representation
 - 19/02737/VARY – Chapel View, London Road – variation of condition 6 vehicular access – object
 - 19/02564/ADV – Land at Tilemans Lane – various signage – no objection
 - 19/03008/TPO – Acres Down, London Road – G1 – Lebanon Cedar – Fell – object
 - 19/03123/FUL – 98 Hanson Avenue – replacement flat roof extension – no representation
 - 19/02892/FUL – 16 Mill Street – change of use from flat to short term holiday let – no rep with concerns noted
 - 19/03232/TRE -Redwood Park Open Space – T1 Lime – remove major limb, T2 – fell or reduce, T3 Lime – reduce 3 limbs to south side overhanging neighbouring property – object due to lack of information/tree report.
- Cllr. Tesh proposed to accept all above recommendations, seconded by Cllr. Westwood – unanimously agreed**
- New planning applications**
- 19/03208/LBC – York House, 14a Church Street – roof works – no representation
- Cllr. Tesh proposed, no representation, seconded by Cllr. Dinnie – unanimously agreed**
- Planning decisions by district or county council - noted**
- 19/02789/TREE – 6 High Street – tree works – consent with conditions
19/02730/FUL – St Julian, Stratford Road – porch extension/chimney – Permission with conditions
19/01965/OUT – 1 Furze Hill, London Road – 1.5 storey house – Outline permission
- 9 **OTHER PLANNING MATTERS**
Planning meetings of PWG noted. Cllr. Cooper requested sight of proposed Terms of Reference, which Cllr. Tesh explained would be discussed at the next PWG meeting on 23rd December
- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** Cllr. Ivens’ verbal report was noted. The tree survey had been completed and proposed work to commence next month. Mayor Scobie requested circulation of the tree report.
- 11 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP) WORKING GROUP** – Cllr. Westwood’s verbal report was noted. The Victorian Evening saw 44 visitors to Old Clark House. On 5th January it will be closed for redecoration. Riverbank project – Cllr. Saunders due to meet with contractors.
- 12 **COMMUNICATIONS WORKING GROUP (CWG)** – No report this month.
- 13 **FINANCE WORKING GROUP (FWG)** – Cllr. Cooper, Chair of FWG
- 13.1 **APOLOGIES FOR ABSENCE RECEIVED FROM:** None
- 13.2 Jonathan Sheils of Astech hosted a demonstration of their CMIS Committee Management solutions at their offices at Astech Mill in Shipston. Details contained in FWG Report
The annual cost will be £2,250.00 ex VAT fixed for 5 years plus the additional recommendation to add cost of tablets
Cllr Cooper proposed to accept the above and add to the precept, seconded by Mayor Scobie - unanimously agreed
- 13.3 **Clark House Lease** – The History Society are now in a legal position to sign a lease.
Cllr Cooper / Cllr Scobie / Chair of History Society charity to meet to discuss and bring back to full council - Noted
- 13.4 **Tenancy – Old Clark House** – to discuss recent correspondence from a former tenant (in closed session)
- 13.5 **2020-21 Precept** – Grant requests now closed. A wish list from working groups is being prepared
- 13.6 **Finance Regulations** - Finance Regulations will be reviewed in light of new NALC model Financial Regulations – ongoing for next meeting - Noted
- 13.7 **AOB** – Investment income now received back from NatWest savings account, so will look to invest. New Clerk and Deputy will be going on finance training and End of Year courses with Edge - Noted
- 14 **FINANCIAL MATTERS**
- a) Invoices received – as listed November 2019/ December 2019
 - b) Payments received – as listed November 2019 / December 2019
- Cllr. Scobie proposed that all invoices be paid, seconded by Cllr. Ivens – unanimously agreed.
Income received was noted. Clerk confirmed that HACS delivered for installation beginning on 21st December

Cllr. Scobie proposed closing the meeting to allow discussion on confidential matters , seconded by Cllr. Westwood – unanimously agreed.

15 **CO-OPTION**

Deferred discussion of co-option of applicant until January meeting, to allow for introduction of applicant.

16 **Confidential matter as at 13.4**

Cllr. Cooper proposed recommendation of FWG, seconded by Cllr Murphy – unanimously agreed

The Town Mayor closed the meeting at 7.55pm

Next general meeting: - Monday 13th January 2020 in New Clark House commencing at 7.00 pm

Signed.....

Date.....

Councillor Dan Scobie

Town Mayor, Shipston on Stour Town Council

DRAFT



SHIPSTON-ON-STOUR PLANNING GROUP Minutes

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MINUTES OF THE OCTOBER MEETING OF SHIPSTON ON STOUR PLANNING GROUP HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 23 DECEMBER 2019

Those Present: - Town Cllrs: P Tesh (Chair), P Cox, J Dinnie & G Kelly

Public: 0 Press: 0 WCC & SDC: 0 Clerk: GB

INTRODUCTION

Chair of Planning, Cllr Paul Tesh welcomed Planning Group members to the Planning Working Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllr Westwood,

2a **DECLARATIONS OF INTEREST** – None

2b **DISPENSATIONS RECEIVED BY CLERK** – None

3 **MINUTES OF PREVIOUS MEETING** – held on 25th November 2019

Cllr Dinnie proposed that the minutes be accepted as a true record of the meeting, seconded Cllr Kelly – unanimously agreed.

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

NEW PLANNING APPLICATIONS

- 19/03019/FUL – Shipston High School, Darlingscote Road – new and replacement fencing to site boundaries, including 3 new automatic gates.

Following detailed discussion Cllr Tesh proposed support of the application due to safeguarding of students at the school, with the addition of a comment about potential need for additional maintenance gates to areas of the site outside the proposed fence, seconded Cllr Dinnie – unanimously agreed

PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL

- 19/02401/FUL – 4 Warwick Place - Part single/part two storey extension & alterations to existing dwelling plus demolition of outbuildings and erection of new attached dwelling - Permission with conditions

PLANNING APPLICATIONS WITHDRAWN

- 19/02564/ADV – Land at Tilemans Lane – Free standing, wall mounted & box section post signage - Withdrawn

5 **OTHER PLANNING MATTERS TO REVIEW/UPDATE**

- **To agree / amend TOR for Planning Committee**

Amendments were agreed, the final draft will go to full STC January meeting for approval.

6 **ANY OTHER BUSINESS**

Neil Pearce (Planning Consultant) has been invited to the January meeting.

The Chair closed the meeting at 8.48 pm. Next planning meeting: - Monday 28th January 2020 in New Clark House, commencing at 7.00 pm

Signed.....

Date.....

Councillor Paul Tesh

Chair of Planning, Shipston on Stour Town Council

SHIPSTON-ON-STOUR TOWN COUNCIL

Clerk's Report

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To: All Councillors of Shipston-on-Stour Town Council
Clerk's Report and Matters arising from previous meetings

January 2020

Actions from councillor reports and other actions requested from the last meeting:

- Planning responses actioned
- Outside lights and signage repaired at New Clark House.
- Local resident requesting co-option onto Town Council invited to January meeting for introduction
- Tree Tech have been instructed to commence the first phase of tree week as outlined in their survey

Complaints and faults reported by councillors and residents:

Complaint/incident received	Response	Update
Muddy path on Stratford Road after a water leak in November	Referred to Streetscene	
Overgrown vegetation on bench on London Rd	Referred to L2M for checking and action where necessary	Updated resident
Complaint of dog bin on London Road facing away from the path – slippery verge to negotiate to reach it	Looks like it has twisted round – L2M tasked with making adjustments so it faces the path	Updated resident
Another resident who hasn't had forum delivered for two years (Telegraph Street)	To be followed up	
Complaint link to forum on TC website wasn't working	Reported to Catherine Martin	Link fixed – resident notified

Other matters:

- Allotments: no update at present
- Ridgeway land transfer has completed.
- Response received from Highways regarding the hanging basket posts. They are securely rooted and so no anticipated problem associated with the lean. Moving them to a central position between spaces would likely cause more obstruction for people getting to the pavement between the cars.
- VASA are still looking for office space for their volunteers but the reception area at New Clark House is not deemed to be suitable. Whilst this is under discussion, VASA are exploring other avenues.
- A recent Clerk's visit to New Street play area noted a makeshift repair to a piece of play equipment (broken chain repaired with rope). Requested L2M inspect and either effect an urgent repair or cordon off as out of use.
- Report to planning enforcement officer at SDC (occupancy of Chapel View)

Items for discussion

- Installation of CCTV camera Darlingscote Road and upgrade already taking place of other CCTV cameras in the town. (Updated information from meeting at SDC 8th January 2020)
- Request for commemorative recognition of Mr Cecil Sandford, a former World Motorcycle Champion

Dates for diary:

- Funeral of Cllr Heather Calver, Mayor of Royal Leamington Spa 2018-19 – Tuesday 28th January 2020

AGENDA PACK

Includes: January 2020 Agenda	Minutes – 09/12/2019	Clerk's Report
PWG grid	PWG minutes 23/12/2019	PWG proposed TOR
Income and Payments	Co-option candidate	FWG Report (confidential)

DATED 8th January 2020



SHIPSTON TOWN CLERK