



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.shipstontowncouncil.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, Cowley 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 10th February 2020 commencing at 7.00pm.

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

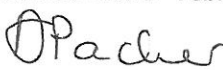
AGENDA FOR THE FEBRUARY 2020 GENERAL MEETING OF SHIPSTON-ON-STOUR TOWN COUNCIL

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 13^h January 2020 and EXTRAORDINARY TOWN COUNCIL MEETING which took place on 27th January 2020**
 - To confirm minutes (drafts 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** - Planning Committee actioned responses for noting as follows:
20/00020/FUL – 4 Pittway Avenue – Two Storey extension, extend and alter porch and erect garden room – No representation
20/00037/FUL – 21 Hornsby Close – rear single storey extension - No representation

	<ul style="list-style-type: none"> • PLANNING APPLICATION AMENDMENT - Planning Committee actioned responses for noting as follows: 19/02737/VARY – Chapel View, London Road – Variation of condition 6 of outline permission 13/02360/OUT to allow occupation of 20 dwellings utilising the temporary vehicular access, prior to completion of the permanent vehicular access to the site and associated ghost island – <u>Object</u>
	<ul style="list-style-type: none"> • NEW PLANNING APPLICATIONS (planning spreadsheet attached) For noting - To be considered by Planning Committee 10th February 2020 – refer to PC Agenda for detail. 20/000258/TREE – 6 Redwood Park, London Rd 20/00075/OUT – Springfield Rise, Springfield Farm • PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL 19/03208/LBC – York House, 14A Church Street - Lift and relay the roof coverings, rebuild the chimneys, repair roof timbers and repair the dormer window - permission granted with conditions • PLANNING APPLICATIONS WITHDRAWN 19/03232/TREE – Redwood Park Open Space, London Road – T1,T2 & T3 work
9	<p>OTHER PLANNING MATTERS (see Planning Committee Minutes 27th January 2020 and 3rd February 2020 attached) Verbal report from Cllr Tesh, on Planning Committee response to SDC “Development Requirements Supplementary Planning Document, Consultation on Part V of Climate Change Adaptation and Mitigation”</p>
10	<p>GENERAL PURPOSES WORKING GROUP (GPWG) – Cllr Ivens, Chair of Group – GPWG had been tasked to look at potential areas for additional CCTV cameras. Discussions with PCSO Moore identified two locations which would be beneficial and advantageous to the town, those being Campden Road and London Road. Clerk to liaise with SDC for potential costings.</p>
11	<p>HEALTH, AMENITY AND LEISURE PROJECTS (HALP) – Verbal report by Cllrs Saunders and Westwood, Joint Chairs. Riverbank project update - request to instruct a conveyancing solicitor to progress the lease agreement with SDC</p>
12	<p>COMMUNICATIONS WORKING GROUP (COMMS) – Cllr White, Chair of Group – verbal report from Cllr White and recommendation to accept a tender for website (details attached)</p>
13	<p>FINANCE WORKING GROUP (FWG) – Cllr Cooper, Chair of Group – no reports</p>
14	<p>FINANCIAL MATTERS</p> <ol style="list-style-type: none"> Invoices received – as listed December 2019 / January 2020 Payments received – as listed December 2019 / January 2020
15	<p>Proposal to close the meeting to allow discussion on confidential staffing matters.</p>
	<p>DATED THIS 5th February 2020  TOWN CLERK – SHIPSTON ON STOUR TOWN COUNCIL</p>



SHIPSTON-ON-STOUR TOWN COUNCIL Minutes

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MINUTES OF THE JANUARY MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 13th JANUARY 2020

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

Public: 1 **Press:** C. Martin **WCC & SDC:** J.Barker & T. Harvey **Clerks:** A. Packer & W. Robinson

INTRODUCTION

Deputy Mayor, Cllr. Sheelagh Saunders welcomed Town Council members, press and public to the Meeting of Shipston Town Council (STC).

1 **APOLOGIES FOR ABSENCE** – Apologies from Cllr. White & Cllr. Scobie were noted.

2 **DECLARATIONS OF INTEREST** – none

3 **DISPENSATIONS RECEIVED BY CLERK** – none requested

4 **MINUTES OF PREVIOUS MEETING**

- **Cllr. Cooper proposed that the minutes for the meeting held on 09th December 2019 be accepted as a true and accurate record, seconded by Cllr. Murphy – 9 for, 1 abstention – motion carried**

5 **CLERK'S REPORT** -Report noted and verbal updates given: Bench repaired, vegetation trimmed, dog waste bin moved to face path. VASA's need for office space discussed & impracticality of using New Clark House. Chain on play equipment at Sports Club repaired. Reply received from Planning Enforcement re occupancy at Chapel View. CCTV - add to February agenda for additional areas to be considered. Upgrade of all Stratford District cameras due to be completed by May 2020. Commemorative recognition of Cecil Stanford – Request nominator is invited to write with a proposal of what form he consider this recognition should take.

6 **REPORTS** – Cllr. Saunders welcomed PC Sid Hammond & invited him to report ahead of Councillors as at 6.4 below

6.1 **Town Councillors**

- Cllr. Cooper outlined a scheme 'plant a tree for every resident' - single trees or woods. SDC have similar scheme. Cllrs. Dinnie and Cooper have looked at potential sites - for information only at this stage but looking for future support of Council.
- Cllr. Murphy reported on the Community Christmas lunch and the contribution of the Town Band.
- Cllr. Westwood - Health & Wellbeing Partnership positive meeting looking at funding and constitution. Exhibition at Clark House closed in December with a view to redecorating and opening the museum on Good Friday.
- Cllr. Barker also reported on H&WBP – useful links to support.
- Cllr. Tesh – no reports.
- Cllr. Dinnie followed up status at Chapel View, London Rd – as yet no agreement on road layout design.
- Cllr. Cox endorsed the Community Christmas event.
- Cllr. Ivens thanked Shipston Lodge for welcoming other groups.
- Cllr. Kelly suggested perhaps the tree project could link in with commemorations of individuals.
- Cllr. Saunders thanked the Town band who played in many places at Christmas with Cllr. Westwood noting thanks to Cllr. Scobie for his cooking at the Community Christmas Dinner.

6.2 **County Council** – Cllr. Jo Barker – further update on HAWBP and NHS looking at acute/community healthcare. Cllr. Barker's surgeries recommence Thursday.

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

- Cllr. Harvey reported that a temporary 'stop' enforcement notice has been issued at Darlingscote crossroads site which expires 15th January. Owners have engaged a planning agent - if works start again before any planning application is submitted, the process will start again. Working towards a sound conclusion.

- Cabinet meeting - proposals to extend the budget. SDC collect council tax on behalf of all - new Homes Bonus going, so although shortfall can be managed for next year, if SDC postpone raising revenue, services will have to be cut.
 - Increase to £50 for car parking concessions will not proceed, but consulting on an increase to £20.
 - Cllr. Cooper enquired as to Darlingscote crossroads site being under SDC for council tax – Cllr. Harvey will report back (noting it is Tredington Parish).
- 6.4 **SNT** – PC 1508 Sid Hammond introduced himself as the new member of the Safer Neighbourhood Team since PC Craig Purcell’s move to the Rural Crime Team - 19 years police service - previously working in Stratford, Wellesbourne, Southam and alongside C.I.D - family links to the town. He reassured Council that the perception of crime is often higher than actual crime, noting that persons were in custody for both recent burglaries (house and business premises). He has an active line of enquiry for the criminal damage at the Sports Club - he works closely with the Rural Crime Team. Answering Cllrs. questions on ‘alerts’ & monthly crime reports, he will aim to keep Council informed.
- 6.5 **Shipston Forum** – ‘Pull out and Keep’ guide for the recycling at St Edmund’s Church will be included in Feb issue. May include ‘Fiver Fest’ as front page story.
- 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/>
- 8.1 **PLANNING APPLICATIONS**
application discussed by the Planning Working Group - actioned using delegated power- recommendations added
- 19/03019/FUL – Shipston High School – new perimeter fence & 3 automatic gates - PWG had recommended supporting the application as a safeguarding measure for students whilst noting concern that 2 areas outside the fence may need maintenance gates. Discussion regarding the nature of the fence and objections from individuals - Pedestrian gate opens onto private land - Highways have objected due to impact on traffic, potential queues - Questions raised with governors regarding risk assessment re safeguarding need. Cllr. Barker reported that it was a community space eg. football field - tennis courts were bought as a community resource.
Cllr. Tesh proposed to object with a supplementary re-appraisal to SDC - seconded by Cllr. Barker – unanimously agreed
- 8.2 **NEW PLANNING APPLICATIONS**
- 19/03538/FUL – land off Station Road – change of use of land to residential garden and erection of fence. Considered to be detrimental to the street scene and overwhelming
Cllr. Tesh proposed to object - seconded by Cllr. Barker – unanimously agreed
- 8.3 **PLANNING DECISIONS BY DISTRICT OR COUNTY COUNCIL - noted**
- 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
- 9 **OTHER PLANNING MATTERS**
Draft Terms of Reference for Planning Committee noted, along with amendments made by clerk and minor addition requested to paragraph 2) ‘will be referred to...’ instead of ‘may be referred to...’, 3)i membership of 5 & 3 cop-opted non councillors, 4)i add ‘other than by an agreed vote at meeting’, 5) Quorum shall be 3.
Cllr. Cooper proposed agreement of Terms of Reference for a full Planning Committee - seconded by Cllr. Tesh – unanimously agreed
- 10 **GENERAL PURPOSES WORKING GROUP (GPWG)** – no report this month.
- 11 **HEALTH, AMENITY AND LEISURE PROJECTS (HALP) WORKING GROUP** – museum as updated above. Riverbank project at a crucial point needing tree works and planting within the next month. Lease needs to be signed asap. Cllr. Saunders confirmed middle of the river is the boundary and it is the near riverbank owned by SDC which STC would be renting.
Cllr. Cooper proposed instructing a solicitor to be appointed for lease – seconded by Cllr. Westwood – unanimously agreed.
- 12 **COMMUNICATIONS WORKING GROUP (CWG)** – Chair Cllr. White
Cllr. Cooper reported one application for the website tender. Editorial tender has extended date for applications.
- 13 **FINANCE WORKING GROUP (FWG)** – Chair Cllr. Cooper
- 13.1 **APOLOGIES FOR ABSENCE RECEIVED FROM:** None
- 13.2 **Precept 2020/21 – grants & wish list** **Cllr. Cooper proposed the grant/ wish list amounts included in 2020/21 precept - seconded by Cllr. Ivens -unanimously agreed**

13.3 **Precept 2020/21** – FWG reviewed first Draft Budget Costs and income for 2020/21 precept. Further review and precept recommendation to take place at FWG meeting on 20th January with a view to calling another full council meeting on 27th January to agree precept demand.

13.4 **Tenancy – Old Clark House** – no requirement for closed session as matter has been resolved.

13.5 **Date of next meeting** – Monday 20th January 2020

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FINANCIAL MATTERS

- a) Invoices received – as listed December 2019/January 2020
- b) Payments received – as listed December 2019/January 2020

Two further invoices detailed by Clerk – Pink Connect and MKM to be included in payment list

Cllr. Cooper proposed that all invoices be paid - seconded by Cllr. Tesh – unanimously agreed.

Income received was noted.

Cllr. Saunders proposed closing the meeting to allow discussion on co-option – seconded by Cllr Cooper – unanimously agreed

Meeting closed at 8.49pm

Applicant for councillor was introduced and discussed.

15

CO-OPTION

Having interviewed applicant after closure of public meeting,

Cllr. Saunders proposed co-opting Mr Cowley – seconded by Cllr Westwood – unanimously agreed.

Clerk to contact Mr Cowley to confirm appointment and arrange induction.

16

No requirement to discuss 13.4 as confidential business as noted above

Next general meeting: - Monday 10th February 2020 in New Clark House commencing at 7.00 pm

Signed.....

Date.....

Councillor Sheelagh Saunders

Deputy Town Mayor, Shipston on Stour Town Council



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MINUTES OF AN EXTRAORDINARY JANUARY MEETING OF SHIPSTON ON STOUR TOWN COUNCIL HELD IN NEW CLARK HOUSE, SHIPSTON ON STOUR AT 7.00PM ON MONDAY 27th JANUARY 2020

Present: - Town Cllrs: D. Scobie (Mayor) S. Saunders (Deputy Mayor), I. Cooper, P. Cox, J. Dinnie, F. Ivens, G. Kelly, P. Tesh

Public: 0

Press WCC & SDC: 0

Clerk: A. Packer

INTRODUCTION

Cllr. Scobie welcomed Town Council members to the Extraordinary Meeting of Shipston Town Council (STC).

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

2 **DECLARATIONS OF INTEREST** – none

3 **DISPENSATIONS RECEIVED BY CLERK** – none requested

4 **FINANCE WORKING GROUP (FWG)** – Cllr Ian Cooper, Chair of Group

4.1 **APOLOGIES FOR ABSENCE RECEIVED:** None

4.2 **PRECEPT 2020/21** – FWG reviewed Budget Costs and income for 2020/21 precept and present a budget summary for council approval.

Recommendation from FWG that the Town Council accepts the proposed budget for 2020/21 precept.

Proposed by Cllr Scobie, seconded by Cllr Saunders, unanimous vote – motion carried

4.3 **PRECEPT** – FWG proposes that Shipston Town Council demands a Precept of £243,500.00 for 2020/21, thus maintaining the average Band D charge per household. Cllr Cooper noted that houses are up by 43 properties and STC no longer have the council reduction grant of £4260.00

Recommendation from FWG that the Town Council accepts the proposed precept demand for 2020/21.

Proposed by Cllr Scobie, seconded by Cllr Cooper, unanimous vote, motion carried

4.4 **Date of next finance meeting Monday 17th February 2020**

Meeting closed at 6.37pm

Next general meeting – Monday 10th February 2020

Signed.....Date.....

Councillor Dan Scobie
Town Mayor, 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

February 2020

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

- Planning responses actioned
- New co-opted councillor invited for induction to Town Council
- Quote requested for phase 2 of tree work
- Letter from Deputy Mayor sent to Mr Phil Cowley inviting a proposal for memorial suggestion for Cecil Stanford
- Letter to Head Teacher at Shipston High in response to his planning letter to STC

Complaints and faults reported by councillors and residents:

Complaint/incident received	Response	Update
Window box damaged at old Clark House	Referred to Lawns 2 Mow	Repair complete
Various police matters reported at counter	Referred to local SNT as appropriate	
Forum non deliveries	Referred to Herald & L2M re distribution	
Enquiry to Cllr for grave surround at cemetery	Copy of Burial Authority rules forwarded	
Potholes at cemetery	Quote requested from L2M	

Other matters:

- Phase 1 of tree work completed as per survey
- Allotments: currently 12 on the waiting list and two allotments becoming available (reps notified)
- Precept demand submitted to SDC
- Personal delivery of a card from STC to Barbara Lane at Low Furlong on her 100th birthday
- Plumbing attended to at old Clark House (leaky toilet and no hot water)
- Quotes to be obtained for electrical checks/repairs at Old Clark House

Items for discussion: Consideration of additional CCTV in areas of the town – report from GPWG


Dates for diary: None to note

AGENDA PACK

Includes: February 2020 Agenda
Planning grid
Clerk's Report
Income and Payments

Minutes – 13/01/2020 & 27/01/2020
Planning Committee minutes 27/01/2020 & 03/02/2020
Details of website tender

DATED 5th February 2020



SHIPSTON TOWN CLERK