



**SHIPSTON ON STOUR TOWN COUNCIL
MINUTES**

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

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General Meeting of Shipston on Stour Town Council, Monday 13th July 2026 at 7pm

Present: Cllrs R Walters (Mayor), M Kelly (Deputy Mayor), H Kelly, C Howarth, J Williams, J Barker, P Tesh, I Cooper, V Walden

Public: None **Press:** 1 **SDC:** 2 **WCC:** 1 **Clerk:** E Booth

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllrs G Kelly, V Benjamin-Smith, T Booth
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) None
3	TO NOTE REQUESTS FOR DISPENSATION RECEIVED BY THE CLERK None
4	MINUTES OF THE LAST COUNCIL MEETING To confirm the minutes of the meeting that took place on Monday 8 th June 2026 <i>Proposed by Cllr H Kelly, Seconded by Cllr C Howarth, 2 abstention due to absence, 7 for motion carried</i> <i>Action –</i> <i>E Booth to publish Minutes on website</i>
5	OPEN FORUM (15 minutes duration) Parishioners of Shipston are invited to address the Council on any relevant matter for a maximum of 3 minutes. No members of the Public were present
6	SHIPSTON AREA FLOOD ACTION WORKING GROUP Minutes as circulated/verbal update

	Cllr H Kelly congratulated the SAFAG members on a great meeting held at New Clark House. Very informative presentation and a site visit to Long Compton to see the leaky dams.
7	ENVIRONMENT WORKING GROUP Cllr Jo Barker expressed concerns regarding the increased risk of wildfires in public open spaces due to the prolonged dry weather and long grass, particularly at Cornmill Meadows. Concerns were also raised about the proximity of long grass to neighbouring properties and the potential fire risk posed by disposable BBQ's. It was agreed for members of the Council to investigate any appropriate mitigation measures such as larger signage, liaison with Warwickshire Fire and Rescue services and also review arrangements of grass cutting in the areas most vulnerable. Cllr C Howarth reminded everyone of the importance that any projects discussed by working groups, such as tree planting, are required to be taken to Full Council before anything is implemented. Cllr H Kelly also mentioned there were some arising opportunities which would be beneficial to the Council such as Solar Panels on Council owned buildings and will be investigating more into the Community Energy Schemes available in the area. Actions – Cllr H Kelly to approach Community Energy Schemes Cllr H Kelly to support E Booth in ordering larger signage for Cornmill Meadows for Fire risks
8	PLANNING COMMITTEE Minutes as circulated. Cllr P Tesh - gave an update on the South Warwickshire Local Plan Regulation 19. The consultation will run from 21st July 2026 to the 8th September 2026. The current proposal does not include development at Shoulderway Lane, nor the Fell Mill site. However, several other housing allocations are still included for the town. Councillors discussed the cumulative impact of housing growth which including the requirements of infrastructure such as Schools, Transport and Healthcare. It would be beneficial to encourage residents to respond to the consultation once it begins. The consultation will be published on Social Media and in the Shipston Forum to increase attention. All planning applications can be viewed at https://apps.stratford.gov.uk/eplanning/ <u>26/01309/FUL - 18 Greenfields Close, Shipston on Stour, CV36 4HA – Remove existing flat roof over garage and raise walls by 300mm with new insulated flat roof over. Construct single storey flat roof front extension to increase size of hallway and provide 2no. Flat roof timber clad dormer windows to north-west elevation. Addition of render finish to single storey flat roof element on north-west elevation.</u> <i>No rep proposed by Cllr P Tesh, seconded by Cllr J Barker, 1 abstention, 8 for, motion carried</i> Actions –

	<i>Forum to advertise the South Warwickshire Local Plan r=Regulation 19 consultation dates to increase attention</i> <i>E Booth to submit Council response to relevant applications on the Planning Portal</i>
9	GENERAL PURPOSES/COMMUNICATIONS WORKING GROUP Tracker as circulated/verbal update <i>E Booth notified Councillors that annual Playground inspections and Tree Survey is in the pipeline and will be discussed next week at the GPWG meeting.</i>
10	FINANCE WORKING GROUP Minutes as circulated/verbal update <u><i>Recommendation that council remind KS/AS of their dilapidations obligations and suggest that conditions exist for resurfacing car park should developer car parking arrangements be allowed.</i></u> <i>Proposed by Cllr C Howarth, seconded by Cllr Ian Cooper, unanimous, motion carried</i> <u><i>Recommendation that council accept the quote from Perkins for the repair of run-off guttering at a cost of £1,108 inc. VAT to be charged to the Sports Club maintenance budget.</i></u> <i>Proposed by Cllr I Cooper, seconded by Cllr V Walden, unanimous, motion carried</i> <u><i>Recommendation that council agrees the payment of the Haywood Smart 50% invoice and accepts the quote of £1,500+VAT for Fire Risk assessment and £600 from Kemstut for the structural engineer, together with £309 SDC building control fee, subject to arranging a satisfactory progress meeting with the Youth Club.</i></u> <i>Amendment requested by Cllr I Cooper to read:</i> <u><i>Recommendation that council agrees the payment of the Haywood Smart 50% invoice and accepts the quote of £1,500+VAT for Fire Risk assessment and £600 from Kemstut for the structural engineer, together with £370 and £540, inclusive of VAT for the SDC building control fee, subject to arranging a satisfactory progress meeting with the Youth Club.</i></u> <i>Proposed by Cllr I Cooper, seconded by Cllr C Howarth, 1 abstention, 8 for, motion carried</i> <u><i>Recommendation that council approve the AGAR (Annual Governance and Accountability Return) including positive agreement to statements 1 & 3 and authorise the RFO to submit this to the External Auditors.</i></u> <i>Proposed by Cllr I Cooper, seconded by Cllr C Howarth, unanimous, motion carried</i> <u><i>Recommendation that council approve the payment of the Edge invoice of £264 + VAT for AGAR preparation support.</i></u> <i>Proposed by Cllr I Cooper, seconded by Cllr P Tesh, unanimous, motion carried</i>

Recommendation that council approve the Freedom of Information policy and the Website Policy.

Proposed by Cllr I Cooper, seconded by Cllr H Kelly, unanimous, motion carried

Recommendation that the Council adopt the updated GDPR Policy and publish on the Council's website.

Proposed by Cllr C Howarth, seconded by Cllr M Kelly, unanimous, motion carried

Recommendation that council approve the Insurance quote of £11,957 and agree to the policy being renewed.

Proposed by Cllr I Cooper, seconded by Cllr M Kelly, unanimous, motion carried

Recommendation that council retain our existing policy with regard the adoption of open space, being that we will not adopt any additional open space.

Proposed by Cllr I Cooper, seconded by Cllr J Barker, unanimous, motion carried

Recommendation that council agree to the extension of the Lawns 2 Mow contract for a further 2 years.

Cllr J Williams raised concerns regarding aspects of the existing contract documentation and suggested these should be reviewed as part of future procurement arrangements. Also stated that some referenced specifications and appendices appears to be missing and suggested the Council should obtain appropriate advice to ensure any extension was properly documented.

Proposed by Cllr I Cooper, seconded by M Kelly, 8 for, 1 objection, motion carried

Recommendation that council pays the annual CCTV bill of £9,678.

Proposed by Cllr I Cooper, seconded by Cllr J Barker, unanimous, motion carried

Recommendation that council responds to the Tops Plants Fol request on the basis that we are unable to find email correspondence, and request proof of delivery.

Proposed by Cllr I Cooper, seconded by Cllr H Kelly, unanimous, motion carried

Actions –

- Cllr C Howarth to email KS to suggest the resurfacing of car park should contractor parking progress
- E Booth to book in guttering job for Sports Club
- E Booth to liaise with Haywood Smart to progress with the Building Regulations
- E Booth to submit all AGAR paperwork by 17/07/26
- E Booth to pay EDGE IT invoice
- E Booth to publish approved policies
- E Booth to research fee for FOI in neighbouring Parishes
- E Booth to confirm insurance renewal
- Cllr T Booth to confirm extension with L2M
- E Booth to pay CCTV invoice

	- <i>E Booth to reply to Tops FOI email</i>
11	FINANCE MATTERS Approvals list as circulated <i>Proposed by Cllr I Cooper, seconded by Cllr M Kelly, unanimous, motion carried</i> Action – Clerks to set up payments
12	STAFFING WORKING GROUP Minutes as circulated/verbal update To be discussed in the Closed Session.
13	REPORTS
13.1	CLERK'S REPORT For noting and discussion
13.2	Town Councillor Reports (STC – Shipston Town Council) Cllr H Kelly – Taking part in the Shipston High School enrichment week by taking 5 groups of Year 10 students to various places around the town such as Cornmill Meadow, St Edmunds Church and the Sensory Garden. Expressed a residents concern in regard to lack of shaded area at the Sports Club play area. Took the old fan from the Council Office to the Repair Café and it is good as new, complete with a new PAT test. Cllr C Howarth – Great events organised by the Proms again this year, very enjoyable. Discussed with the Councillors about writing a letter of thanks. Cllr R Walters – Attended many Mayoral events this months which included Alcester Civic Service, Warwick Civic event, Proms and the Armed Forces Day breakfast at Low Furlong. Actions – Cllr R Walters to draft a letter of thanks to the Proms Committee
13.3	District Council Reports (SDC – Stratford District Council) D Passingham – Reported on infrastructure proposals linked to the emerging Local Plan which includes potential upgrades for the town such as a MUGA pitch at the High School, extension of the gym at Shipston Leisure Centre and Cycle/Bus improvements. Other discussions were had about a new Primary School and a 20 minute shuttle bus between Shipston and Stratford. Also arranging a meeting to discuss an opportunity for community benefit in regard to Honnington Solar Farm.
13.4	County Council Reports (WCC – Warwickshire County Council) Cllr J Barker – attending a meeting next week for supporting Health Watch. Long Compton Flood group had a meeting last week and a few County Councillors were in attendance which could be positive and mean improvements in flood work which will

	benefit Shipston. Been doing lots of work around Audits and Standards and the tweaks in County Council Governance.
13.5	Blue Light update – PC Hammond – Increased anti-social behaviour associated with the last night of the Proms. Police security measures and the Proms Security prevented intoxicated individuals from entering the event, although some disorder occurred elsewhere in the town. The team continue to work with organisers and schools to reduce any further incidents. A third PCSO has now been allocated to Shipston and look forward to working with them going forward. Recent crime trends included a small number of vehicle thefts and burglaries. Also getting closer to the start of Stow Fair so urging people with land to be mindful of traveller encampment and asked the Council to access their assets.
13.6	Shipston Forum The Editor advised that the next edition was progressing well and requested any remaining articles from members.
13.7	Ellen Badger Hospital No update
13.8	Stour Health and Wellbeing Partnership No update
13.9	Shipston High School Cllr I Cooper – A few Councillors attended a meeting on 30th June to see the progression of the new sports hall which is coming along nicely and they are expecting early completion. There is also discussions ongoing about starting a new football academy which is currently in the early stages.
14	EXCLUSION OF THE PUBLIC 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 and press were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 & 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. <u>Recommendation that Council resolves to exclude the public and press in order to discuss matters of a confidential nature</u> <i>Proposed by Cllr I Cooper, seconded by Cllr M Kelly, unanimous, motion carried</i>
15	DATE OF NEXT MEETING Monday 10th August 2026

The meeting closed at 20:39 hrs.

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

Cllr R Walters (Mayor) Shipston on Stour Town Council