



**SHIPSTON ON STOUR TOWN COUNCIL
MINUTES**

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General Meeting of Shipston on Stour Town Council, Monday 10th August 2026 at 7pm

Present: Cllrs R Walters (Mayor), M Kelly (Deputy Mayor), Jo Barker, I Cooper, V Benjamin-Smith, J Williams, V Walden, P Tesh, H Kelly, G Kelly, T Booth

Public: 1 Press: 1 SDC: 2 WCC: 1 Town Clerk: E Booth

1	TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE Cllr C Howarth
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 July 13 th 2026 <u>Proposed by Cllr R Walters, Seconded by Cllr J Barker 3 abstention due to absence</u> To confirm the minutes of the closed session meeting that took place on Monday 13 th July 2026 <u>Proposed by Cllr M Kelly, Seconded by H Kelly Motion carried</u> Action – E Booth to publish Minutes on the Town Council website
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. None

6	SHIPSTON AREA FLOOD ACTION WORKING GROUP Minutes as circulated/verbal update <u>Recommendation that Shipston Town Council approves the request to raise the limit of expenditure (not requiring pre-approval) for materials from £50 to £100.</u> <u>Any expenditure will be costed against the SAFAG designated bank account</u> <u>Proposed by Cllr V Walden, Seconded by Cllr H Kelly, motion carried unanimously.</u> <u>Recommendation that Shipston Town Council approves the payment of £77.06 To Batsford Timber for the ordered posts and sawn timber required by the SAFAG work team.</u> <u>This will be costed against the SAFAG designated bank account (Maintenance Fund).</u> <u>Proposed by Cllr P Tesh, Seconded by Cllr T Booth, motion carried unanimously.</u>
7	ENVIRONMENT WORKING GROUP <u>Recommendation that Shipston Town Council approves the purchase of a tool shed - £179.99 Incl VAT from Wayfair</u> <u>Recommendation withdrawn. Proposed by Cllr H Kelly, Seconded by Cllr J Williams, motion carried unanimously.</u> <u>Recommendation that Shipston Town Council engage Midland Tree Care at a cost of £1625.00</u> <u>Proposed by Cllr V Walden, Seconded by Cllr H Kelly, motion carried unanimously.</u> Action – Cllr V Walden to engage with Midland Tree Care and book in the work
8	PLANNING COMMITTEE Minutes as circulated. Cllr P Tesh advised that there has been no substantive change on the major sites discussed. The applications remain overdue and Warwickshire County Council has requested more information from some developers which including more detail including matters related to traffic flow. This is expected to delay determination while the additional information is provided and considered. With regard to Fell Mill, archaeological trial trenching had been undertaken recently. The planning application is not expected to be validated until the assessment has been completed. Cllrs raised concerns regarding temporary advertising associated with the Sainsbury's development on Darlingscote Road. It was advised the matter has already been raised with the relevant planning officer that an environmental/infrastructure management plan required solid fencing around the site. Cllrs also queried whether additional advertising required planning consent. A further matter was raised concerning the bollards installed along the pavement on Husbandman's Close as this could obstruct pedestrian access. The matter was identified as a Highways/planning issue for investigation. All planning applications can be viewed at https://apps.stratford.gov.uk/eplanning/

9	GENERAL PURPOSES/COMMUNICATIONS WORKING GROUP Tracker as circulated/verbal update Cllrs considered three quotations for urgent tree surgery works at the cemetery. TreeTech was identified as the preferred supplier and the urgency of the works was noted. <u>Recommendation that Shipston Town Council accept the quotation of £1680.00 inclusive of VAT from Treetech for urgent tree surgery work to be conducted at the cemetery]</u> <u>Proposed by Cllr T Booth, Seconded by Cllr J Barker, motion carried unanimously.</u> Cllrs considered quotations for the annual audit of the Town Council's controlled playgrounds. The statutory nature of the inspection was noted and the quotation of £665 excluding VAT was considered the best value received. Cllrs noted that further remedial works may arise from the audit. <u>Recommendation that Shipston Town Council accept the quote from The playground Inspection Company for £665.00 Excluding VAT for the annual audit of the Town Council controlled playgrounds</u> <u>Proposed by Cllr T Booth, Seconded by Cllr H Kelly, motion carried unanimously.</u> Cllrs considered the quotation/process for the updated tree survey. Concern was raised that the final cost could vary according to the number of trees requiring recommendations. It was agreed to amend the recommendation to set a maximum expenditure. <u>Recommendation that Shipston Town Council approve Treetech to carry out an updated tree survey</u> <u>Amendment requested by Cllr T Booth, Seconded by Cllr J Barker, 1 abstention, motion carried.</u> Recommendation changed to: <u>Recommendation that Shipston Town Council approve Treetech to carry out an updated tree survey and provide report for a maximum expenditure of £2,475 exc VAT.</u> <u>Proposed by Cllr T Booth, Seconded by Cllr J Barker, 1 abstention, motion carried.</u> Cllrs considered a proposal for six sympathetic trees to be planted at the sports club. Cllrs requested that the wording be amended from 'approximately six trees' to 'six trees'. It was also agreed that the sports club should be consulted regarding the location and that the trees selected must be appropriate for the site. Cllrs noted the need for planting at the appropriate time and for appropriate watering/maintenance arrangements. <u>Recommendation that Shipston Town Council approve sympathetic tree planting at the Sports Club (Approx 6 trees)</u>

Amendment requested by Cllr J Barker, Seconded by Cllr T Booth, motion carried unanimously.

Recommendation changed to:

Recommendation that Shipston Town Council approve the planting of six sympathetic trees at the Sports Club, subject to liaison with the Sports Club regarding the final locations and the selection of appropriate trees for the site.

Proposed by Cllr H Kelly, Seconded by Cllr V Walden, motion carried unanimously.

Cllrs considered the extension of the current contracts with KMS, Talacom and Busy Biz for six months. It was noted that the three suppliers undertake separate elements of the Shipston Forum and that the combined annual expenditure is just under £36,000. The purpose of the extension is to allow a full review of the existing arrangements and to obtain alternative quotations, including consideration of whether elements could be combined or undertaken by other suppliers. The value of retaining a printed Forum for the community was also discussed.

Recommendation that Shipston Town Council approve the extension of the current low value contracts for KMS Litho, Tala Com and Busy Biz for 6 months to allow a full review to take place and alternative quotations sourced.

Proposed by Cllr T Booth, Seconded by Cllr H Kelly, motion carried unanimously.

Cllrs considered the future use of the Twin Chapels and discussed a potential community use as a wellbeing/local craft venue. Cllrs noted that significant investment would be required, including basic facilities such as toilets and kitchen provision, and that external funding would be necessary. It was agreed that a clear intended use was required before funding applications could be progressed. Cllrs also noted that eligibility for certain lottery funding streams would need to be checked.

Recommendation that Shipston Town Council approve to seek funding options for the two twin chapels based on its future use as a Well being/local craft venue

Proposed by Cllr T Booth, Seconded by Cllr I Cooper, motion carried unanimously.

Cllrs discussed ongoing works to the overflow car parking area at the rugby club. Clarification was sought regarding the precise area involved. It was confirmed that the proposal related to the grassed/verge area at the front/end of the pitch.

Recommendation that Shipston Town Council confirm with the Rugby Club the ongoing works as planned for the car parking area

Proposed by Cllr T Booth, Seconded by Cllr I Cooper, motion carried unanimously.

Action –

E Booth to book in Tree Surgery work at the Cemetery and book in the Tree Survey with Tree Tech.

E Booth to book the Annual Playground inspections

	Cllr H Kelly to liaise with the Sports Club and determine location and types of trees before going ahead with the work. Cllr T Booth to generate contracts for signing with support of the Clerk. Cllr T Booth to look into grant funding options for the Twin Chapels. E Booth to liaise with the Rugby Club about location and give confirmation of the area approved.
10	<u>FINANCE WORKING GROUP</u> Minutes as circulated/verbal update Cllrs considered a recommendation to establish a small subgroup of the Finance Working Group, with other members able to participate, to consider options and plans for the Hub in advance of the existing lease expiring at the end of next year. It was noted that the first meeting is intended to take place before the end of August. <u>Hub Lease - Recommendation that Shipston Town Council agree to setting up of a smaller sub-group to consider plans for Hub after lease expires - 1st meeting by end of August to include MUGA</u> <u>Proposed by Cllr I Cooper, Seconded by Cllr H Kelly, motion carried unanimously.</u> Cllrs considered a proposed infrastructure funding application for an all-weather pitch involving the Hub/football pitch area. The application is intended to be developed jointly by the Town Council, the high school and the football club, with potential joint use by the school and football club. Cllrs discussed possible use by hockey players and the intention to seek approximately £750,000 of infrastructure funding towards an overall project cost expected to be in the region of £1.5 million, subject to final costing. A further application to the Football Association was also noted. <u>CIL Infrastructure Funding Application – Recommendation that Shipston Town Council agree to the proposed application for CIL infrastructure funding be taken forward</u> <u>Proposed by Cllr T Booth, Seconded by Cllr I Cooper, motion carried unanimously.</u> Cllrs considered the proposed response to the internal auditor following concerns about inaccuracies and the lack of clear recommendations in the report. The auditor's report and the circumstances surrounding the request for supporting documentation were discussed. Cllrs supported the detailed response prepared for the auditor. <u>Internal Audit Report - Recommendation that Shipston Town Council accept the detailed response on the Internal Audit, and that this is sent to the Internal Auditor.</u> <u>Proposed by Cllr P Tesh, Seconded by Cllr M Kelly, motion carried unanimously.</u> Cllrs considered the current Risk Register, which continues to be reviewed regularly by the Finance Working Group. Formal acceptance by Full Council is required at least annually. No questions were raised. <u>Risk Register - Recommendation that Shipston Town Council adopt the Risk register</u> <u>Proposed by Cllr I Cooper, Seconded by Cllr G Kelly, motion carried unanimously.</u>

	Actions – Cllr I Cooper to start up a sub group to consider future plans for the Hub Cllr I Cooper to progress the CIL infrastructure funding application Cllr I Cooper to send response from Council to Internal Auditor E Booth to confirm and add review date onto Risk Register
11	FINANCE MATTERS Approvals list as circulated <u>Proposed by Cllr I Cooper, Seconded by Cllr M Kelly, motion carried unanimously.</u> Actions – E Booth to make payments outlined on the Approval List
12	STAFFING WORKING GROUP Minutes as circulated/verbal update Cllr G Kelly reported that two new members of staff had recently joined the Council. Cllrs welcomed the appointments and noted the positive start made by the new staff members. No further matters were raised.
13	REPORTS
13.1	CLERK'S REPORT For noting and discussion The Clerk asked all Chairs of Working Groups and Committees to provide recommendations to the Clerk in good time and in the correct format, including clear costings and whether amounts are inclusive or exclusive of VAT. Chairs were also asked to review their Working Group/Committee minutes and ensure that recommendations are complete before submission, to reduce the need for additional research and amendments to agendas.
13.2	Town Councillor Reports (STC – Shipston Town Council) Councillor H Kelly - Reported positively on the Shipston High enrichment event held during the final week of term. The event was described as successful and beneficial to the community. No further councillor reports were provided.
13.3	District Council Reports (SDC – Stratford District Council) Cllr O Hatch discussed the progress of the Stratford-on-Avon District Council Local Plan. The next stage is expected in September, following consideration of responses. Also, discussed the timetable leading towards the December stages of the plan and agreed on the importance of encouraging residents to respond to future consultations. Cllr D Passingham gave a further update on a survey of Tree Preservation Orders in Shipston. He has been working through the District Council's list of TPOs and identified a number of significant trees. One tree listed under a TPO appears to have disappeared and this is to be investigated. Cllr D Passingham also discussed additional trees that may warrant protection,

	including trees around the Twin Chapels and trees in other locations. The relationship between TPOs, listed buildings and conservation areas was noted. It was agreed that, following discussions with landowners where necessary, a list of recommended TPOs could be brought back to the Town Council. Cllrs also discussed the 200th anniversary celebrations of the Tramway. It was noted that Stratford Town Council had received a grant of £5,000 and that celebrations were scheduled from 31 August to 5 September. Shipston and Moreton will also be involved in the celebrations and the details will be circulated.
13.4	County Council Reports (WCC – Warwickshire County Council) Cllr J Barker advised that fridges and freezers could no longer be recycled at the relevant recycling sites due to an incident at a depot receiving the appliances. The change had been introduced with limited notice. Concerns were raised that the change could lead to increased fly-tipping, particularly because of the environmental risks associated with dumped appliances. Members were encouraged to remain vigilant and report fly-tipping to the appropriate service. It was noted that residents may need to arrange removal of old appliances when purchasing replacements. The matter was also discussed in the context of the differing arrangements across neighbouring counties.
13.5	Blue Light update – Reports circulated – Noted Cllr T Booth gave a Blue Light/First Responder update. It was reported that approximately 47 calls had been attended in July. A new defibrillator had been installed at Ilmington village shop, with further work being undertaken with Community Groups to provide free public CPR and related training sessions at the Ellen Badger. Details of the sessions will be advertised. Members were advised that the current period of hot weather was expected to result in increased incidents involving dehydration, breathing difficulties and heat-related illness. The First Responder team was seeking to maximise cover over the following few days. Cllrs discussed promoting the Ellen Badger as a cool hub during the hot weather, noting that it has effective air conditioning. Other local venues were also mentioned as having cooling facilities. Cllr R Walters relayed information in the Police report - It noted a slight increase in theft of motor vehicles, particularly keyless vehicles, and indications of an increase in burglaries. Members were reminded that warm weather can result in doors and windows being left open. There had also been an increase in outbuilding burglaries, with tools being targeted. The police team intends to establish property-marking events in the coming months.
13.6	Shipston Forum The Forum report noted that information was already being received for the September edition. Cllrs commented positively on the publication and its design, noting the continued level of community activity during August.

13.7	Ellen Badger Hospital None
13.8	Stour Health and Wellbeing Partnership None
13.9	Shipston High School None
14	DATE OF NEXT MEETING Monday 14th September 2026

The meeting closed at 20:01 hrs.

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

Cllr R Walters (Mayor) Shipston on Stour Town Council