



**MINUTES OF STOW ON THE WOLD ANNUAL COUNCIL MEETING HELD ON THURSDAY 25<sup>TH</sup> MAY 2017, AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.15 PM**

**PRESENT:** Councillors: B Eddolls (Chairman), M Curtis, C Smalley, A White, M Moseley, J Scarsbrook, S Clarke, S Green, V Davies, P Day, J Davies & Mrs H Siphthorp, Clerk/RFO and 4 members of the public

**PUBLIC PARTICIPATION:** Members of the Public present were given an opportunity to speak during the course of the Meeting at the Chairman's discretion.

**1. a) ELECTION OF CHAIRMAN OF COUNCIL TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING MAY 2018**

Cllr Curtis said for personal reasons he would not be seeking re election as chairman of council. He thanked fellow members for their help and support over the past year. Cllr White proposed a vote of thanks to Cllr Curtis which was unanimously supported.

Two nominations were proposed and seconded namely Cllr Eddolls & Cllr Smalley. A secret ballot took place which was counted by the clerk and checked by outgoing chairman Cllr Curtis.

**RESOLVED** – Cllr Eddolls be elected with a majority vote of 8.

**b) SIGNING OF ACCEPTANCE OF OFFICE**

Cllr Eddolls signed the form and this was countersigned by the Clerk as the Proper Officer. He took up his seat and thanked fellow members for electing him.

**2. a) ELECTION OF VICE CHAIRMAN OF COUNCIL TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING MAY 2018**

Two nominations were proposed and seconded namely Cllr Smalley & Cllr Curtis. A secret ballot took place which was counted by the clerk and checked by the chairman. **RESOLVED** – Cllr Curtis be elected with a majority vote of 6.

**b) SIGNING OF ACCEPTANCE OF OFFICE**

Cllr Curtis signed the form and this was countersigned by the Clerk as the Proper Officer

**3. APOLOGIES FOR ABSENCE:** Ward District Cllr D Neill

**4. DECLARATION OF INTERESTS ON ITEMS ON THE AGENDA**

Members were reminded to declare any interests that may arise during the course of the meeting.

At this juncture Cllr White proposed that the council should send a letter to the Mayor of Manchester expressing sympathy following the bombing which had killed and injured many innocent people. All agreed that this was an excellent idea.

**5. TO APPOINT MEMBERS TO COUNCIL'S COMMITTEES**

**RESOLVED** – Proposed Cllr Green, seconded by Cllr Moseley that the following members will sit on the following committees. **RECORD OF VOTING** – All in favour. **Motion carried.**

**Planning, Traffic & Parking**

Cllr A White  
Cllr V Davies  
Cllr S Green  
Cllr J Davies  
Cllr M Moseley  
Cllr P Day

**Parks & Square**

Cllr S Green  
Cllr V Davies  
Cllr P Day  
Cllr S Clarke  
Cllr M Curtis  
Cllr J Scarsbrook

**Burial Board**

Cllr C Smalley  
Cllr V Davies  
Cllr M Moseley  
Cllr A White  
Cllr J Davies  
Cllr J Scarsbrook



Cllr J Scarsbrook  
Cllr S Clarke  
Cllr M Curtis

Cllr J Davies

**Finance & General Purpose**

Cllr M Moseley  
Cllr A White  
Cllr M Curtis  
Cllr P Day  
Cllr J Davies

**Staffing Committee**

Cllr B Eddolls (Chairman)  
Cllr M Curtis  
Cllr A White  
Cllr S Clarke

**6. TO DISCUSS THE ROLE AND RESPONSIBILITIES OF ADVISORS TO COUNCIL'S COMMITTEES**

A brief discussion took place and the clerk was asked to come forward with a draft policy document in relation to the role and responsibilities of council advisors.

**7. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES:-**

**RESOLVED** – Proposed Cllr White, seconded by Cllr Smalley that the following members will sit on the following committees/groups. **RECORD OF VOTING** – All in favour. **Motion carried.**

**Neighbourhood Development Plan Group**

Cllr P Day (Chairman\*)  
Cllr A White  
Cllr M Curtis

**Stow & Mangersbury Action Group (SMAG)**

Cllr C Smalley  
Cllr J Scarsbrook  
Cllr V Davies

**Silver Group\*\***

Deferred to June meeting.

**St Edward's Hall Committee**

Cllr S Green

**Stow Almshouses**

Cllr C Smalley  
Cllr M Curtis  
Cllr J Davies

**GMTF**

Cllr P Day

**Stow Social Club**

Cllr S Clarke

**Stow Community Land Trust**

Cllr B Eddolls

**\*RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Curtis that Cllr Day be elected as chairman of the Neighbourhood Development Plan group. **RECORD OF VOTING** – All in favour. **Motion carried.**

\*\* Clerk to ascertain from CDC how many representatives can sit on this committee from this council. Currently Cllrs Smalley, Scarsbrook & V Davies are interested in taking on this role.

Cllrs Scarsbrook & Day left the meeting.

**8. MINUTES OF MEETING HELD ON 27<sup>TH</sup> APRIL 2017**

**RESOLVED** – Proposed Cllr Curtis, seconded Cllr Green that the Chairman should sign the minutes as a true and accurate record. **RECORD OF VOTING** – All in favour. **Motion carried.**

**9. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF ABOVE MEETING**

The wall outside the council's office has been repaired over the weekend and made safe. Clerk to send a letter of thanks to the owner on behalf of council.

Cotswold Warden for public rights of way (PROW) – the resident who had come forward has confirmed he will take on the role of Cotswold Warden for the town. Next step is to organise a meeting with Cllrs Day and J Davies and the resident. Clerk is in the process of organising.



Cotswold Tree Warden – Clerk said that no experience is required to take on this role just a love of trees. This will be on the agenda for the next Parks & Square Committee meeting to see if anyone is interested in taking on this role.

Clerk confirmed that the meeting with the businesses will take place on Thursday 8<sup>th</sup> June 2017 at 6.00 pm in the Youth Club. Letters had been hand delivered by members of council to all businesses in the town. Items to be discussed include the Tour of Britain, a presentation on the results of the Benchmarking Survey, Christmas event and how the council can improve communication with the businesses.

Registering Stow Social Club as a community asset – Clerk still to action.

Hatwell's Fun Fair – Stow Cricket Club had agreed to open up the field for car parking during the fair and will be discussed at the next Parks & Square Committee meeting. It had been suggested that the council ask the staff of the businesses to park there to free up spaces in the square and in the Shoppers Car Park adjacent to Tesco. Clerk also confirmed that CDC had agreed to suspend charges in the Maugersbury Road car park for the operating days of the fair.

Clerk had replied to CDC with regard to their request for someone to periodically do a spot check on the cleanliness of the toilets in the town suggesting that perhaps Moreton Area Centre staff could do this. No reply received as yet.

#### **10. CHAIRMAN'S ANNOUNCEMENTS**

None.

#### **11. TO DISCUSS AND APPROVE INDEPENDENT INTERNAL AUDITOR'S REPORT & APPROVE BALANCE SHEET FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

The meeting discussed the internal auditor's report which confirmed everything is in order and no action is required. **RESOLVED** – Proposed Cllr Curtis, seconded Cllr Moseley that report be approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**RESOLVED** – Proposed Cllr Green, seconded by Cllr Moseley that balance sheet for year ending 31<sup>st</sup> March 2017 amounting to £111,802 be approved and was signed by the chairman and Clerk/Responsible Finance Officer. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **12. TO CONFIRM AND ACCEPT SECTION 1 – ANNUAL GOVERNANCE STATEMENT FOR 2016/17**

**RESOLVED** – Proposed Cllr Curtis, seconded Cllr Moseley that council approve and was signed by the chairman and Clerk/RFO. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **13. TO CONFIRM AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2017/17**

**RESOLVED** – Proposed Cllr Smalley, seconded Cllr Moseley that council approve and was signed by the chairman and Clerk/RFO. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **14. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS FOR ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

Clerk reported that the above notice would be put on display on 2<sup>nd</sup> June and the period will commence on 5<sup>th</sup> June and end on 14<sup>th</sup> July 2017.

#### **15. REPORT FROM COTSWOLD DISTRICT CLLR D NEILL**

No report given as Cllr Neill is still on sick leave.

#### **16. REPORT FROM GLOUCESTERSHIRE COUNTY CLLR NIGEL MOOR**

No report given as Cllr Moor was not present.

#### **17. POLICE REPORT**

Report supplied by the police showed for the period February to April 2017 the number of incidents had dropped by 7 when compared to the same period last year. However, there had been an increase in ASB over the period and the police are monitoring and had given a very useful



breakdown of the incidents/locations in the report. Clerk asked to send a thank you to PC Webb for providing this extra information.

**18. TO SET A DATE/VENUE FOR MAYOR'S RECEPTION AND DO COUNCIL WANT TO HAVE THE COMMUNITY AWARDS AGAIN?**

Deferred to next meeting.

**19. TOUR OF BRITAIN COMING THROUGH STOW ON THE WOLD ON SATURDAY 9<sup>TH</sup> SEPTEMBER 2017**

Cllrs Eddolls & Smalley had attended a briefing on the tour saying this is great news for the town and local economy. A working party was set up comprising Cllrs Smalley, Curtis, Clarke & Eddolls. The council would be looking for more volunteers to come forward to help. Clerk also confirmed that the Vintage Bike ride will start at Stow.

**20. TO RECEIVE REPORTS FROM THE CHAIRMAN OF THE FOLLOWING COMMITTEES:-**

**a) Burial Board**

Cllr Smalley said he had nothing to report except that the wall had been repaired at the cemetery

**b) Finance & General Purposes Committee**

i) To approve direct debit payments for 2017/18

Item	Indicative costs	Annual Cost	Payment date
Grundon (office refuse collection)	£80.00	£960.00	Monthly
Telephone (office)	£85.00	£1,020.00	Monthly
Water (cemetery/allotments)	£25.00	£100.00	Quarterly
Grenke Ltd (photocopier lease)	£207.00	£828.00	Quarterly
<b>Loan repayments</b>			
PWLB - Square	£1,700.00	£3,400.00	April & July
PWLB - Cemetery	£775.00	£1,550.00	Jan & July
PWLB - Playpark	£2,876.00	£5,752.00	May & Nov

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr White that council approve the above payments. **RECORD OF VOTING** – All in favour. **Motion carried.**

ii) To approve bank reconciliation to 30<sup>th</sup> April 2017 and expenditure

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr J Davies that the bank reconciliation to end of April 2017 at £110,202 is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr J Davies that the following payments are approved. **RECORD OF VOTING** - All in favour. **Motion carried.**

Cheque no	Name	Description	Net	VAT
2870	Stow Agricultural	Padlocks	71.76	14.35
2871	J Wise	Replacement cheque	70.00	
2872	J Wise	Gypsy Fair Parking	500.00	
2873	Rialtas RBS	Annual software maintenance	160.00	32.00



2874	GCC	Temporary road closure for Christmas event	115.00	
2875	T Hamments	Tree works Stocks Green	880.00	
2876	H Siphthorp	Expenses office, Community Payback Team & mileage	86.01	
2877	Bulbs.co.uk	Spring bulbs	106.65	
2878	RBL Club Ltd	Annual town meeting refreshments & hire of room	116.50	
2881	GAPTC	Training for Cllr Day	150.00	
2882	CGS	Grass cutting, general horticulture & play park inspections	1775.00	355.00
2883	Zurich Municipal	Insurance	2883.00	
2884	W Lockey	Cemetery wall repair	1578.75	
2885	Richard Coglan	Photocopying	30.26	6.05
2886	Rialtas RBS	End of year x 2 (1 accrued for 2016/17)	1010.10	202.02
2887	J Wise	May litter pick at play areas	35.00	
DD062018	PWLB	Playpark loan	2876.53	
DD072018	British Telecom	Telephone, internet etc	49.23	9.84
DD082018	Charge card	Community Payback Team expenses	23.38	
DD092018	Grundon	Office refuse collection	42.48	8.50
DD092018	Grundon	Cemetery refuse collection	10.20	2.04

### c) Parks & Square Committee

- i) Gate installed onto King George's Field, by adjacent property owner, without permission  
**RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Smalley that the clerk write a draft letter (for approval by council) to the owner of the property to ask them to remove the gate and reinstate the fence they took down. **RECORD OF VOTING** – All in favour.  
**Motion carried.**

Cllr Green said she had nothing further to report as no meeting had taken place since the last council meeting. Next meeting scheduled for 1<sup>st</sup> June 2017

### d) Neighbourhood Development Plan Group

Cllr Eddolls gave the report as the outgoing chairman of the group. He said parts of the plan are being sent to CDC to look over. Clerk requested to circulate these documents to members of council. When the final draft of the whole plan is available it will go to the Planning, Traffic & Parking Committee for comment ahead of going to council for adoption.

### e) Planning, Traffic & Parking Committee

Cllr White gave an overview of the minutes of meeting held on 25<sup>th</sup> April. A further meeting had taken place last Tuesday and the draft minutes would be circulated in due course.

## 21. REPORT BY ANY MEMBERS WHO HAVE HAD A MEETING OR ATTENDED ANY EVENT ON BEHALF OF COUNCIL



Cllr Clarke said he had attended a meeting at the Stow Social Club. He said they are currently looking to replace the boiler and actively seeking estimates. They continue to organise fund raising events.

Some members of council had visited Stow Fire Station last week. All agreed it was an interesting evening and acknowledged how lucky the town was to have two appliances stationed in the town. The firefighters are also working hard in the community giving advice on safety in the home including fitting and checking smoke alarms. They also attend cardiac arrests/strokes to assist the patient until the ambulance arrives. One elderly lady had to wait 4 hours for an ambulance to arrive after she broke a hip. Clerk requested to take up ambulance response times with Cllr Moor. Clerk added that she was aware that as of 1<sup>st</sup> April there are now two ambulances stationed at Moreton Ambulance Station. The members also discussed the town's Emergency Plan (which Clerk will be updating) and how this would operate should an emergency occur. Clerk to send a letter of thanks to the Fire Station for inviting the council members and for their hospitality.

**22. TO DISCUSS THE CORRESPONDENCE RECEIVED BY COUNCIL**

Clerk read out a letter from the Villager Bus who were acknowledging safe receipt of the grant that council had awarded and giving thanks for the financial support.

**23. ANY OTHER BUSINESS - ITEMS TO BE DISCUSSED AT THE NEXT MEETING**

None.

24. **MEETING CLOSED:** 8.50 pm.

25. **NEXT MEETING:** Thursday 29<sup>th</sup> June 2017 at 7.15 pm.

Signed: \_\_\_\_\_ Chairman

Dated: \_\_\_\_\_