



**MINUTES OF STOW ON THE WOLD ANNUAL COUNCIL MEETING HELD ON THURSDAY 31<sup>ST</sup> MAY 2018, AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.15 PM**

**PRESENT:** Councillors: B Eddolls (Chairman), A White, P Day, J Davies, V Davies, S Green, J Scarsbrook, M Curtis, M Moseley, C Smalley & Mrs H Siphthorp, Clerk/RFO of Council and 2 members of the public

**Also in attendance:** Ward County Cllr N Moor & Ward District Cllr Neill

**PUBLIC PARTICIPATION:** Members of public present were given an opportunity to speak during the course of the meeting at the chairman's discretion.

1. a) **TO ELECT A CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2019**  
**RESOLVED** – Proposed Cllr Curtis, seconded by Cllr White that Cllr Eddolls be re-elected.  
**RECORD OF VOTING** – All in favour. **Motion carried.**
- b) **FOR NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr Eddolls signed the Acceptance of Office and this was countersigned by the Clerk as the Proper Officer.
2. a) **TO ELECT A VICE CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2019**  
**RESOLVED** – Proposed Cllr Green, seconded by Cllr Day that Cllr Curtis be re-elected.  
**RECORD OF VOTING** – All in favour. **Motion carried.**
- b) **FOR NEWLY ELECTED VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr Curtis signed the Acceptance of Office and this was countersigned by the Clerk as the Proper Officer.
3. **APOLOGIES FOR ABSENCE:** Cllr S Clarke
4. **DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA**  
Members were reminded to declare any interests that may arise during the course of the meeting.
5. **TO APPOINT MEMBERS TO COUNCIL COMMITTEES**

|   |                           |                     |
|---|---------------------------|---------------------|
| <b>Planning, Traffic &amp; Parking*</b> | <b>Parks &amp; Square</b> | <b>Burial Board</b> |
| Cllr A White                            | Cllr S Green              | Cllr C Smalley      |
| Cllr V Davies                           | Cllr V Davies             | Cllr V Davies       |
| Cllr M Moseley                          | Cllr P Day                | Cllr M Moseley      |
| Cllr J Scarsbrook                       | Cllr S Clarke             | Cllr A White        |
| Cllr S Clarke                           | Cllr M Curtis             | Cllr J Davies       |
| Cllr P Day                              | Cllr J Davies             | Cllr J Scarsbrook   |
|   | Cllr J Scarsbrook         |                     |
| <b>Finance &amp; General Purpose</b>    | <b>Staffing Committee</b> |                     |
| Cllr M Moseley                          | Cllr B Eddolls            |                     |
| Cllr A White                            | Cllr M Curtis             |                     |
| Cllr J Davies                           | Cllr A White              |                     |
| Cllr M Curtis                           | Cllr S Clarke             |                     |
| Cllr P Day                              |                           |                     |



**RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr V Davies that the above committee members be elected en bloc with exception of Planning, Traffic & Parking committee see below separate resolution. **RECORD OF VOTING** – All in favour. **Motion carried.**

\*This committee had been resolved by Council to reduce from nine to six members. Two current members offered to step down. **RESOLVED** – Proposed Cllr Day, seconded by Cllr Green that the sixth member of this committee would be decided by checking the attendance record and the member with the least number of attendances would step down. **RECORD OF VOTING** – All in favour. **Motion carried.** *Post Meeting Note: The list of members is confirmed as detailed above.*

## 6. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES:-

### Neighbourhood Development Plan Steering Group

#### a) To appoint representatives

Cllrs P Day, S Green & A White

#### b) To re-elect Cllr Day as Chairman of the Group

Cllr Day was re-elected.

- **Stow Maugersbury Action Group (SMAG)**  
Cllrs V Davies, Smalley & Scarsbrook
- **Silver Group**  
Cllrs Scarsbrook & V Davies
- **Trustee of St Edward's Hall committee**  
Cllr Curtis
- **Trustees of Stow Almshouse House Association**  
Cllrs J Davies & M Curtis
- **Liaison with Gloucestershire Market Towns Forum (GMTF)**  
Cllr Moseley
- **Stow Social Club**  
Cllr Clarke
- **Stow Community Land Trust**  
Cllr Eddolls

**RESOLVED** – Proposed Cllr Curtis, seconded Cllr J Davies that the above members be appointed/elected en bloc as detailed above. **RECORD OF VOTING** – All in favour. **Motion carried.**

## 7. MINUTES OF MEETING HELD ON 26<sup>TH</sup> APRIL 2018

**RESOLVED** – Proposed Cllr Green, seconded Cllr V Davies that the Chairman should sign the minutes as a true and accurate record. **RECORD OF VOTING** – 9 in favour, 1 abstention. **Motion carried.**

## 8. CHAIRMAN'S ANNOUNCEMENTS

Chairman thanked the members for re-electing him but said that other members should consider taking on the role in the future. He thanked the members for their help and support over the past year. He ended saying that he was going to bring forward Cllr Moor's report from item 22 to item 9.

## 9. REPORT FROM GLOUCESTERSHIRE COUNTY CLLR NIGEL MOOR

Cllr Moor began by saying that the Lengthsmen would be in the town carrying out requested work week commencing 25<sup>th</sup> May 2018. He then talked about the recent A429 Corridor Study and offered to meet with the Planning, Traffic & Parking committee to discuss the content. He gave an overview. He said the A429 should be used to service the local community and should



not be a strategic route for HGV's. He said he is also campaigning to make the A429 in Moreton in Marsh and Stow 20 mph believing that the report confirms that the Fosseyway is full up and can be used as a good evidence base to get things changed. He spoke about the Officers meeting with Oxfordshire County Council (OCC) that took place recently. He was unable to attend but GCC Officer, Mr Skillern, had briefed him on the discussions. He said that it looks likely that OCC will apply for a temporary Traffic Order for the weight limit to cover a 6 month period. After this they will be able to report accurately where the traffic actually disperses to. He said it was unlikely that GCC could oppose this proposal. Cllr White interjected to ask if it would be possible to also include on this same Traffic Order a weight restriction for Sheep Street. Cllr Moor said he would look into this. He then took questions from members of council. Chairman thanked Cllr Moor for his report and continued support.

#### **10. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 26<sup>TH</sup> APRIL 2018**

Still awaiting written estimate from electrician for installing a new junction box inside Stow Pharmacy for the defibrillator. Clerk suggested that she may have to ask an alternative contractor to supply an estimate and carry out this work.

The meeting with GCC Officer, Cllr White and the Clerk, in relation to discussion on bus services in the town had to be postponed as the Clerk was in hospital. This had been rearranged for late June.

Copy of Stow Almshouse Association Constitution had still not been received from the Chairman. Cllr Curtis said he would let the Clerk have a copy in due course. He reiterated that it was perfectly in order for the Council to supply two representatives explaining that indeed Council could appoint more and some could be non members of Council.

No action has been taken, as yet, by the developer of the former Methodist Chapel in relation to reseeding the grass on the shrubbery etc. Clerk will chase up.

Clerk said she was pleased to announce that the Library would be receiving a 5 ft hare as part of the Festival.

Clerk is awaiting recommendations by newly appointed insurance broker of companies that would carry out a valuation on all the Council's assets. The contact is currently on leave. Council resolved to send a resolution to the forthcoming GAPTC AGM. However, as the resolution has to be served by a member of Council and no one is able to attend the resolution had not been sent in.

Clerk read out a letter of thanks for the grant awarded by Council for the recent celebrations of WW1 organised by the RAFA North Cotswold Branch. They said it was a great success and well supported. They had also written giving thanks to the Chairman who attended too.

The Council's letterbox had been vandalised on two occasions now and the green bin tipped over. On the second occasion they had also ripped off the Council sign from the wall at the entrance to the alley from the square. This had been reported to the Police.

#### **11. TO DISCUSS AND RESOLVE PROPOSAL THAT THE NUMBER OF ADVISORS SHOULD BE LIMITED TO TWO ON EACH COMMITTEE WITH EXCEPTION OF PLANNING, TRAFFIC & PARKING COMMITTEE WHO WILL HAVE THREE BUT WILL DROP DOWN TO TWO ONCE THE NEIGHBOURHOOD DEVELOPMENT PLAN HAS RELEVANT APPROVALS. AND TO ALSO APPROVE THAT ADVISORS CAN ONLY SIT ON ONE COMMITTEE AND THAT THE COMMITTEE MEMBERS WILL MAKE A DECISION AS TO WHICH ADVISORS THEY WILL APPOINT**

**RESOLVED** – Proposed Cllr Green, seconded Cllr Day that above be approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **12. RECRUITMENT OF DEPUTY CLERK**

The Deputy Clerk has resigned as she is relocating down South and she will be leaving mid July 2018. Ms Burke has been a long serving, loyal member of staff and council wish her all the best



for the future. **RESOLVED** – Proposed Cllr Eddolls, second Cllr Scarsbrook that responsibility for the recruitment process be referred to the Staffing Committee. **RECORD OF VOTING** – All in favour. **Motion carried.**

**13. TO DISCUSS AND APPROVE BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2018**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr White approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**14. TO APPROVE YEAR END BANK, CASH AND INVESTMENT RECONCILIATION AS AT 31<sup>ST</sup> MARCH 2018**

**RESOLVED** – Proposed Cllr Green, seconded Cllr Moseley approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**15. TO CONFIRM & APPROVE SECTION 1 – ANNUAL GOVERNANCE STATEMENT FOR 2017/18**

**RESOLVED** – Proposed Cllr Smalley, seconded Cllr Curtis approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**16. TO CONFIRM AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS FOR 2017/18**

**RESOLVED** – Proposed Cllr V Davies, seconded Cllr J Davies approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**17. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS FOR ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2018 – COMMENCES ON 4<sup>TH</sup> JUNE AND ENDS ON 13<sup>TH</sup> JULY 2018**

Members noted.

**18. TO DISCUSS THE FOLLOWING GRANT APPLICATIONS:**

The members had all received a copy of the following grant applications. \*Cllr White & Smalley declared an interest as trustees of Centre 67. They left the meeting when this application was being discussed and did not participate in any discussion and did not vote. \*\*Cllr Eddolls declared an interest as the Council's representative on Stow Community Land Trust. He remained in the room but did not take part in the discussion and abstained from the voting.

- i) Rotary Club of the North Cotswolds - £250
- ii) Villager Community Bus - £900
- iii) Stow Cricket Club - £225
- iv) Cotswold Friends - £500
- v) St Edward's Church Christmas Tree Festival - £250
- vi) \*Centre 67 (Stow Youth Club) - £5000
- vii) Stow Civic Society - £300
- viii) \*\*Stow Community Land Trust - £417

**RESOLVED** – Proposed Cllr Day, seconded by Cllr J Davies that the above grant applications are approved for the amount shown above with exception of item 18 (vi) \* (viii) see below.

**RECORD OF VOTING** – All in favour. **Motion carried.**

\***RESOLVED** – Proposed Cllr Day, seconded by Cllr J Davies that the above grant application are approved for the amount shown above. **RECORD OF VOTING** – All in favour. **Motion carried.**

\*\***RESOLVED** – Proposed Cllr Day, seconded by Cllr J Davies that the above grant application are approved for the amount shown above. **RECORD OF VOTING** – 9 in favour, 1 abstention. **Motion carried.**



**19. TO APPROVE THE CLERK TO APPLY FOR A LOAN VIA PWLB, OVER 50 YEARS, FOR A TOTAL AMOUNT OF £225,000 FOR THE PURPOSE OF PURCHASING THE YOUTH CENTRE WITH AN ALLOWANCE FOR ANCILLARY ASSOCIATED COSTS**  
**RESOLVED** – Proposed Cllr V Davies, seconded Cllr Moseley that approval is given. **RECORD OF VOTING** – All in favour. **Motion carried.**

**20. CLERK/COUNCILLOR TRAINING COURSES AND EXPENDITURE APPROVAL**

- i) **Do any members wish to attend a training on Chairmanship Skills – Brockworth – 26<sup>th</sup> June 2018 at a cost of £50**  
Cllr J Davies said she would like to attend.
- ii) **Do any members wish to attend Being a Better Councillor training, Bourton on the Water - 6<sup>th</sup> September 2018 at a cost of £95**  
No one expressed interest in attending.
- iii) **Clerk would like to attend GAPTC session on VAT for Town & Parish Councils – Brockworth – 9<sup>th</sup> October 2018 at a cost of £75**

**RESOLVED** – Proposed Cllr Curtis, seconded Cllr V Davies that expenditure approval for items 20 i) & iii) be approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

**21. GENERAL DATA PROTECTION REGULATIONS (effective 25<sup>th</sup> May 2018)**

- i) **Update on appointment of Data Protection Officer**  
Clerk reported that following lobbying by NALC and other bodies the Government had agreed an amendment to the Bill which confirms that Parish/Town Councils are exempt and do not have to appoint a Data Protection Officer.
- ii) **To review and approve Council's General Privacy Notice**  
Members had received a copy of this draft. **RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Day that Council approve without any amendments. **RECORD OF VOTING** – All in favour. **Motion carried.**
- iii) **To review and approve Council's Privacy Notice for Council staff, members and role holders**  
Members had received a copy of this draft. **RESOLVED** – Proposed Cllr Eddolls, seconded by Cllr Day that Council approve without any amendments. **RECORD OF VOTING** – All in favour. **Motion carried.**

**22. REPORT FROM COTSWOLD DISTRICT CLLR D NEILL**

Cllr Neil began by saying that the full council meet on a quarterly basis. The last meeting had taken place on 15<sup>th</sup> May 2018. She said that Mr Minty, Chairman of Stow Community Land Trust, had asked a question, in the public session, about whether any of the funding that CDC received for community housing could be given to Stow. She felt the question had been avoided in the answer given. She had also asked if a Parking Group could be set up for the other market towns in the District like Cirencester has. She said they promised to look into this possibility. She went on to say they debated the Cotswolds being designated a National Park and got a general agreement but the final decision will lie with the Cabinet. She said there are pros and cons if it was recognised as such. Members had received a talk on the GDPR which came into force on 25<sup>th</sup> May 2018. She said they had a dedicated Officer who can offer help to parish/town councils if needed.

An Appeal date for Tara Antiques exterior signs is still awaited. She then referred to the Silver Group mentioned earlier in the meeting and said she would follow this up to see if a meeting will be arranged in the near future. She ended saying she hoped everyone had received her recent



letter which was delivered to all households in the town. Cllr Eddolls thanked Cllr Neill for her report and continued support.

## **23. POLICE REPORT**

The police had been doing speed checks in the town and several drivers were warned and a couple were given tickets. Incident figures had been placed in front of members for the 3 month period from February to April 2018 which amounted to 28 which if compared with the same period 12 months ago is up by 6.

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

### **a) Burial Board**

Cllr Smalley said that the Burial Board had met earlier in the day. He gave an overview of what had been discussed and draft minutes will be circulated in due course.

### **b) Finance & General Purposes Committee**

Cllr Moseley said the committee had not met since the last Council meeting and asked members to consider the following items.

#### **i) To approve regular direct debit payments for 2018/19**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Day that payment be approved – See Appendix 1. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **ii) To approve bank reconciliation to 30<sup>th</sup> April 2018**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr Curtis that bank reconciliation is approved for an amount of £121,565.75. **RECORD OF VOTING** – All in favour. **Motion carried.**

#### **iii) To approve expenditure to date for May 2018**

**RESOLVED** – Proposed Cllr Moseley, seconded Cllr V Davies that expenditure is approved – See Appendix 2. **RECORD OF VOTING** – All in favour. **Motion carried.**

### **c) Parks & Square Committee**

Cllr Green said she had nothing to report and that a meeting was taking place next week. Clerk mentioned the fact that the Library/VIC had won an award from GCC for the “Collaboration” category. They were up against 41 other teams. This is for the three way local authority partnership – Town Council, District Council & County Council amalgamating the VIC within the library.

### **d) Planning, Traffic & Parking Committee**

Cllr White said he had nothing to report and went onto the item below.

#### **i) To discuss GCC consultation in relation to 7.5 tonne weight limit for Digbeth Street**

**RESOLVED** – Proposed Cllr Green, seconded Cllr White that council fully support this change. Clerk was asked to check if the 20 mph zone in Fox Lane is correct as this is believed to be a private road. **RECORD OF VOTING** – All in favour. **Motion carried.**

### **e) Neighbourhood Development Plan Group**

Cllr Day said that the group are meeting on a fortnightly basis to readdress certain aspects of the plan and progress is being made.

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

Cllrs Curtis & J Davies had attended a meeting of Stow Almshouse Association. They said that things are moving forward and the AGM will be taking place in the near future. They are also close to having all properties centrally heated.



## 26. TO DISCUSS THE CORRESPONDENCE RECEIVED BY COUNCIL

Clerk read out a letter from the operator of the Farmer's Market who was upset because he would be unable to operate the market on Thursday 14<sup>th</sup> June 2018 due to the Funfair being in the square. All agreed this was a genuine oversight by all and had a clash had not occurred in the past two years. Council had offered that they could go over the other side of the square but they chose to cancel the market. Ongoing discussions with the operator and traders.

## 27. ANY OTHER BUSINESS - ITEMS TO BE DISCUSSED AT THE NEXT MEETING

None.

28. **MEETING CLOSED:** 9.17 pm.

29. **NEXT MEETING:** Thursday 28<sup>th</sup> June 2018 at 7.15 pm.

### Appendix 1

| Regular Direct Debit Payments from 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019 |                                 |          |          |                 |
|--|---------------------------------|----------|----------|-----------------|
| Name   | Description of service          | Amount £ | Annual £ | Frequency       |
| British Telecom  | Telephones & Internet           | 70.00    | 840.00   | Monthly         |
| Grenke   | Photocopier lease               | 170.70   | 682.8    | Quarterly       |
| Lloyds Charge Card   | Various cost averaged over year | 200.00   | 2400.00  | Monthly         |
| Grundon  | Cemetery waste                  | 42.00    | 504.00   | Monthly         |
| Grundon  | Office waste                    | 45.00    | 540.00   | Monthly         |
| PWLB   | Square                          | 1701.78  | 3403.56  | April & October |
| PWLB   | Playpark                        | 2876.65  | 5753.3   | May & November  |
| PWLB   | Cemetery                        | 678.00   | 1356.00  | July & January  |
| HMRC   | PAYE and National Insurance     | 2800.00  | 11200.00 | Quarterly       |
| Castle Water   | Cemetery water supply           | 12.00    | 72.00    | Bi-monthly      |

All costs are estimated based on last year's invoices.

### Appendix 2

| Cheques/Direct Debit Payments – May 2018 |                |                                 |          |          |
|--|----------------|---------------------------------|----------|----------|
| Cheque/Direct Debit no                   | Name           | Description                     | Net      | VAT      |
| 3096                                     | GCC            | 20 mph zone                     | 8,000.00 |          |
| 3097                                     | CGS            | Horticultural services          | 1,870.00 | 374.00   |
| 3098                                     | Mr J Wise      | April litter pick of play parks | 35.00    |          |
| 3099                                     | Came & Company | Annual insurance                |          | 1,474.60 |
| 3100                                     | Ms L Sajewicz  | Office support                  |          | 386.12   |
| 3101                                     | BGSW CRC Ltd   | Community Payback Team          | 166.68   | 33.34    |
| 3102                                     | Mr I Selkirk   | Internal audit                  |          | 250.00   |
| 3103                                     | RBS Rialtas    | Annual maintenance              | 165.00   | 33.00    |
| 3104                                     | Paperstation   | Stationery                      | 37.80    | 7.56     |
| 3105/6                                   | Administration | Staff costs                     | 2,750.46 |          |
| 3107                                     | Mr C Small     | KGF fence repair                | 80.00    | 16.00    |



|           |                        |                                    |                  |               |
|-----------|------------------------|------------------------------------|------------------|---------------|
| 3108      | Richard Coglan Limited | Photocopier charges                | 40.33            | 8.07          |
| 3109      | Playsafety Limited     | RoSPA play area inspections        | 150.50           | 30.10         |
| 3110      | Mr A Chambers          | IT support                         |                  | 150.00        |
| 3111      | T20 Media              | VIC website                        |                  | 50.00         |
| 3112      | Mr J Wise              | May litter pick of play parks      | 35.00            |               |
| 3113      | Cotswold Times         | Adverts (5 issues Feb - June 2018) | 1,437.50         | 287.50        |
| DD072019  | BT                     | Internet etc                       | 72.49            | 14.49         |
| DD082019  | PWLB                   | Play area loan                     |                  | 2,876.53      |
| DD092019  | Lloyds Charge Card     | Various                            | 306.02           | 4.60          |
| DD0102019 | Grundon                | Office waste                       | 44.08            | 8.82          |
| DD0102019 | Grundon                | Cemetery waste                     | 40.18            | 8.04          |
| DD0112019 | Castle Water           | Cemetery water supply              | 10.18            |               |
|           |                        |                                    | <b>20,428.47</b> | <b>825.52</b> |

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

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