



MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 26TH JULY 2018, AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.15 PM

PRESENT: Councillors: B Eddolls (Chairman), P Day, A White, J Davies, V Davies, S Green, J Scarsbrook, M Moseley, Mrs H Siphthorp, Clerk/RFO of council and 1 member of the public

1. **APOLOGIES FOR ABSENCE:** Cllrs M Curtis, S Clarke, C Smalley, Ward County Cllr N Moor & Ward District Cllr D Neill.
2. **DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA**
Members were reminded to declare any interests that may arise during the course of the meeting.
3. **MINUTES OF MEETING HELD ON 28TH JUNE 2018**
RESOLVED – Proposed Cllr Day, seconded Cllr J Davies that the chairman should sign the minutes as a true and accurate record. **RECORD OF VOTING** – 6 in favour, 2 abstentions. **Motion carried.**
4. **CHAIRMAN’S ANNOUNCEMENTS**
Chairman announced that as a result of the interviews for a new Deputy Clerk Ms Elizabeth Sajewicz had been appointed. This will be on the agenda for the September 2018 meeting for council to ratify. In the meantime she would take up the role on 1st August 2018 as Acting Deputy Clerk.
5. **QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT**
None.
6. **CLERK’S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 28TH JUNE 2018**
Clerk had approached another electrician to give an estimate to install a new junction box in Stow Pharmacy for the defibrillator. Nothing forthcoming as yet.
She had chased GCC Highways in relation to the reinstatement of the grass on Shrubbery by the developer of the former Methodist Chapel.
Clerk to write to chairman of Stow Almshouse Association in relation to the constitution.
20 mph markings at entrance to Digbeth Street, from the square, have still not been rectified. Clerk had chased this up and had been told it would be sorted as soon as possible.
CCTV and new door buzzer will be installed within the next couple of weeks.
Clerk read out letters of thanks to council for the grants given to Stow Civic Society and Cotswold Friends.
CDC has organised a meeting of the gypsy gathering Silver Group on 5th October 2018 at 10.00 am at Moreton Area Centre. Cllrs Scarsbrook and V Davies are the council representatives. As Cllr V Davies is unable to attend Cllr Eddolls offered to substitute for her. Clerk to advise CDC.
Clerk read out an email which advised that the Oddington Road has a temporary road closure from 20th August to 30th September 2018. Clerk said that it is unlikely the road will be closed for the whole duration but was asked to get this clarified with GCC Highways.
7. **POLICE REPORT**
A copy of the July 2018 report showing the number of incidents for the period April to June 2018 had been placed in front of members. It recorded 39 incidents compared to 16 for the same period last year. Police also said on a more positive note, after discounting fraud/forgery/deception incidents that are dealt with nationally, the current trend for reported “Crime Incidents” is more positive. Indeed the daily average for reported crime incidents for the town in June fell to 0.23, as opposed to 0.47 in May.



Several members asked whether it would be possible for PC Page to attend the next meeting. Clerk to organise.

8. REPORT FROM WARD COUNTY CLLR NIGEL MOOR

Cllr Moor was unable to attend the meeting and had sent his apologies. Something he would have brought up under his report was with regard to the extension to the footpath along Station Road to the BP garage. He asked the clerk to bring this up in his absence as he needed a prompt response. He had received correspondence from a resident in relation to this subject asking if this extension could be done as part of the highways works for the Liberty development adjacent to Bretton House. Members had received a copy of all the correspondence by email to consider. It was ultimately agreed that the council do not support the idea of asking the developer to extend the footpath at this stage and said this was always just “an aspirational” project. However, it was agreed that this would be placed on the agenda for the next Planning, Traffic & Parking committee meeting for them to discuss as a potential standalone scheme for the future.

9. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

None given as Cllr Neill had given her apologies.

10. TO DISCUSS SERVICE REPORT ON DAMAGED DEFIBRILLATOR AND TO CONSIDER PURCHASING A NEW ONE AS A TRADE OUT FROM CARDIAC SCIENCE FOR A NEW G5 MACHINE AT A COST OF £850 + VAT WHICH IF APPROVED TO BE FUNDED FROM GENERAL RESERVES

RESOLVED – Proposed Cllr Scarsbrook, seconded Cllr V Davies that the council should purchase a new machine and expenditure approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

11. TO APPROVE EXPENDITURE TO HAVE A STRUCTURAL ENGINEER TO ASSESS AND REPORT ON POTENTIAL PROBLEMS THROWN UP BY BUILDING SURVEY FOR YOUTH CLUB BUILDING INITIALLY FUNDED FROM GENERAL RESERVES

Cllr White declared an interest as a trustee of Centre 67 who own the building but remained in the room and did not participate in the discussion or vote. Clerk said that the company had quoted a figure of £500 to £750 + VAT to carry out this report. **RESOLVED** – Proposed Cllr Green, seconded Cllr Moseley that expenditure is approved. **RECORD OF VOTING** – 7 in favour, 1 abstention. **Motion carried.**

12. TO DISCUSS MAINTENANCE OF GRASS VERGES & REMOVAL OF GIANT HOGWEED BY GCC HIGHWAYS ON MAUGERSBURY ROAD

Clerk said she had met with the clerk from Maugersbury Parish Council so that a boundary could be set in relation to where this council is responsible for cutting the grass verges and where they start. She had also established that the verge in front of the Vet’s Surgery is cut by them on a regular basis. It was agreed that this council will cut the verges on both sides up to the wooden bollards and Maugersbury Parish Council will do from there onwards. Clerk said that it was up to the developer of the new Drs surgery to reinstate the grass verge outside the site. She also said that she had seen what she thought was Giant Hogweed on all the verges and this had been reported to GCC Highways. They confirmed it was and will arrange for it to be removed. No action to be taken until hogweed has been removed for H & S reasons. Clerk thought that as this was not a busy road that the Community Payback Team could do the strimming of the verges in the future. She also said she would arrange for the flower borders on grass verge, at the Stow end of Maugersbury Road, to be cleared of vegetation as it was unsightly. Members agreed.

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

a) Burial Board

Cllr Smalley said the Board had met on 5th July 2018 and draft minutes had been circulated. He gave an overview of the items discussed.



b) Finance & General Purposes Committee

Cllr Moseley said that the committee had met on 19th July and that the draft minutes would follow. He gave an overview of the items discussed.

i) To approve bank reconciliation to 30th June 2018

RESOLVED – Proposed Cllr Moseley, seconded Cllr White that the bank reconciliation of £92,053.97 is approved.

Clerk also reported that £40,955.11 was in the CCLA account and a further £52,549 in a Lloyds Bank bond.

ii) To approve expenditure to date for July 2018

RESOLVED – Proposed Cllr Moseley, seconded by Cllr Eddolls that expenditure approved for a gross amount of £16,282.65 – see Appendix 1 on page 132 & 133.

iii) To approve budget comparison to actual income/expenditure to 30th June 2018 as recommended by the committee

RESOLVED – Proposed Cllr Moseley, seconded by Cllr White that figures approved.

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

iv) To approve expenditure taken from General Reserves for insurance reinstatement cost for council's assets from Barrett Corp & Harrington Limited at a cost of £665 + VAT

RESOLVED – Proposed Cllr Moseley, seconded by Cllr Scarsbrook that expenditure is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

v) To approve expenditure to purchase a new cloud based telephone system (from Sirius Telecom) at a cost of £2491 + VAT to be taken from General Reserves & approve expenditure for monthly line rental, calls etc of £51.84 + VAT per month as recommended by the committee

RESOLVED – Proposed Cllr Moseley, seconded by Cllr Day that expenditure is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

vi) To discuss report on internal audit that took place on Friday 20th July 2018

The first of two internal audits during current financial year had taken place. A copy of the report and findings had been circulated to members. Agreed this would be referred to the Finance & General Policy committee to discuss.

c) Parks & Square Committee

Cllr J Davies said the committee had met on 18th July 2018 and gave an overview of the meeting. Draft minutes will follow in due course.

d) Planning, Traffic & Parking Committee

The committee had met on two occasions on 3rd & 24th July 2018. Cllr Day gave an overview of the draft minutes of the meeting held on 3rd July which had been circulated to all members. Cllr White then reported on the meeting held on 24th July 2018. The latter draft minutes will be circulated in due course.

e) Neighbourhood Development Plan Group

Cllr Day said the group had met last week. He had established that a tentative figure for the amount of affordable houses for the town is currently 70-80. Site assessments will be taking place shortly to assess potential sites that could be developed. He said they would welcome volunteers to help with this exercise and thought that the group may consider expanding its membership by one or two more people.



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

Cllr J Davies had attended a meeting of Stow Almshouse Association. She said that they received a good response to the advert for the vacant property. However, only one applicant met the criteria and had been offered the house.

15. TO DISCUSS THE CORRESPONDENCE RECEIVED BY COUNCIL

Council had received a joint email from Helen & Douglas and Scotts of Stow which the clerk read out. It said that since the coach drop off has been moved to outside the public conveniences they alleged that the number of coaches had dropped and therefore the footfall. Clerk said she had spoken to the VIC team who said they did not think the number of coaches had dropped but what they had been working on with the coach companies was for them to drop off at the Maugersbury car park rather than in the square. Although footfall is down in comparison to last year so are all the other VIC's in the District. This has been put down to the heatwave and people are not coming out and doing other things. Other questions were also asked and clerk was requested to respond with council's views.

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

Clerk is to ascertain if St Edward's Hall would be available one evening in early October to hold the Mayor's Reception.

17. **MEETING CLOSED:** 8.30 pm.

18. **NEXT MEETING:** Thursday 27th September 2018 at 7.00 pm – **please note earlier start time.**

Appendix 1

| Direct Debit/ Cheque No | Name | Description | Net | VAT | Gross |
|----------------------------|------------------|---|-----------|---------|-----------|
| 3137 | McKelvie Lloyd | Youth Club building survey & report | £500.00 | £100.00 | £600.00 |
| 3138 | Cotswold Friends | Council grant | £500.00 | | £500.00 |
| 3139 | Cotswold Times | July 2018 issue | £287.50 | £57.50 | £345.00 |
| 3140 | Kendall & Davies | Legal advice | £400.00 | £80.00 | £480.00 |
| 3141 | GAPTC | Cllr J Davies travelling expenses | £18.90 | | £18.90 |
| 3142 | Mr J Boers | Licence fee for bar at Bonfire/Christmas events | £42.00 | | £42.00 |
| 3143 | Mrs H Siphthorp | Travelling expenses | £78.30 | | £78.30 |
| 3144 | CGS | Grasscutting and maintenance | £2,411.25 | £482.25 | £2,893.50 |
| 3145 | Ms L Burke | Gratuity | £200.00 | | £200.00 |
| 3146/ 3154 | Administration | Staff costs | £2,512.07 | | £2,512.07 |
| 3147 | GCC | 2nd quarter grant for VIC | £2,500.00 | | £2,500.00 |
| 3148 | Centre 67 | Rent for 1st quarter & cleaning costs | £2,828.00 | | £2,828.00 |
| 3149 | T20 Media | VIC website | £50.00 | | £50.00 |



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| | | management | | | |
| 3150 | Cotswold Times | August 2018 issue | £287.50 | £57.50 | £345.00 |
| 3151 | Chris Small Ornamental Metalwork | Remove & reinstall refurbished Lych Gate | £480.00 | £96.00 | £576.00 |
| 3152 | Richard Coglan Ltd | Photocopying | £49.35 | £9.87 | £59.22 |
| 3153 | Paperstation Ltd | Stationery | £37.85 | £7.57 | £45.42 |
| 3155 | Mr J Wise | July litter pick play parks | £35.00 | | £35.00 |
| 3156 | Cancelled | | £0.00 | | £0.00 |
| 3157 | Mrs B Bowen | First of two internal audits | £300.00 | | £300.00 |
| 3158 | BGS & W Rehab Centre | Community Payback Team | £650.00 | £130.00 | £780.00 |
| DD172019 | Lloyds charge card | Deputy Clerk vacancy advertising & misc items for parks | £749.95 | £148.16 | £898.11 |
| DD182019 | British Telecom | Internet & phone charges | £79.18 | £15.83 | £95.01 |
| DD192019 | Grundon Waste | Cemetery waste collection | £40.18 | £8.04 | £48.22 |
| DD192019 | Grundon Waste | Office Waste | £44.08 | £8.82 | £52.90 |
| | | TOTALS | 15,081.11 | 1,201.54 | £16,282.65 |

Signed: _____ Chairman

Dated: _____