



MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 25TH APRIL 2019, AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.00 PM

PRESENT: Councillors: B Eddolls (Chairman), V Davies, S Clarke, J Davies, A White, J Scarsbrook, Mrs H Siphthorp, Clerk/RFO of council and 12 members of the public

Also in attendance: County Cllr N Moor, Cotswold Division – Stow on the Wold

1. **APOLOGIES FOR ABSENCE:** Cllrs M Curtis, P Day, M Moseley, S Green, Ward District Cllr D Neill & Mr T Bradley.
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 MARCH 2019**
RESOLVED – Proposed Cllr White, seconded Cllr V Davies that the minutes be signed as a true and accurate record of the meeting. **RECORD OF VOTING** – 5 in favour, 1 abstention.
4. **CHAIRMAN'S ANNOUNCEMENTS**
Chairman said as this was the last meeting of the current council due to elections on 2nd May 2019 he would like to take the opportunity to thank all members of council for their help, support and work on behalf of council over the past 4 years. He said he wanted to particularly mention Cllr Colin Smalley who is standing down after circa 16 years on council. He said that it was Cllr Smalley who encouraged him to get involved with council. He then went on to speak about Cllr Green who is also standing down and again thanked her for her contributions too.
5. **QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT**
Three members of the public said they wished to speak and were given the opportunity by the chairman at the appropriate time during the course of the meeting.
6. **CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 28TH MARCH 2019**
GCC agreement in relation to the VIC partnership with council had been received. It was now quite a substantial document and clerk is meeting with GCC officer next week to go through. According to GCC Legal team the revised version gives more protection for this council than before. Chairman of Finance & general purpose committee had been given a copy and will read through too. Subject to all being in order the clerk will sign on behalf of council.
Clerk said that £475 had been received from a community group that was set up some years ago to help raise funds for the play park in Spring Gardens Allotments. The group has been disbanded and this was the remaining money left in the account. Clerk said she had written a letter of thanks on behalf of council.
Clerk apologised because she had missed off the Police report on the agenda. So she reported that for past three months to end of March 2019 there were 18 incidents compared with 28 in the same period last year.
7. **REPORT FROM COUNTY CLLR NIGEL MOOR, COTSWOLD DIVISION - STOW ON THE WOLD**
Cllr Moor began by talking about the local charity Cotswold Friends. He said that GCC have long supported it with a grant but with ever increasing needs attributed to the NHS's tightening the eligibility criteria for free transport this has put further pressure on the charity. He was pleased to advise that GCC have more than doubled the grant by using some s106 money from a development in Moreton in Marsh. He also said that the charity had come to an agreement with the Brio



retirement village for Cotswold Friends to use their minibus for community transport and that they were looking for similar arrangements with other retirement complexes in the area.

Cllr Moor said he had attended GCC cabinet meeting on Wednesday when an update was given on the “Children & Family Capital Programme”. This included a full list of expenditure for schools across the county. He said he was pleased that Stow Primary School were awarded some circa £106,000 for improvements.

He said he would present his local highways budget at the next meeting when the new council would be in place.

Cllr Moor said he had met with Cllr Curtis in relation to the problems of water entering some of the almshouses in Church Walk and had asked officers to further investigate and report back to him. A meeting is taking place with OCC’s cabinet member in late May and he will attend to authorise the commencement of the 18 months trial weight restriction for Burford Bridge and the monitoring arrangements by Burford Town Council. Council is very aware that Cllr Moor has striven to ensure that complementary measures are taken in Gloucestershire to mitigate any adverse impacts, particularly on Sheep Street, from diversions of HGV’s caused by the new weight restriction. They will also work with OCC in relation to signage and monitoring. After looking at various options with officers the conclusion was that the right way forward is to seek a weight restriction for the A436 railway bridge at Adlestrop. Something he hopes, if it goes ahead, that the town council would be prepared to do a 50/50 funding with GCC to cover the cost of the TRO and possibly an enforcement camera too. As far as monitoring lorry traffic along Sheep Street is concerned he referred to a lorry watch scheme that Tetbury is currently operating and this is being further investigated. He said that the possibility of using Trading Standards to enforce is still a long term possibility and this is being pursued via GCC Local Transport Plan Review.

Cllr Moor then took questions from member of council and the public.

Chairman thanked STAC and Cllr Moor for their tenacity, hard work and actions in relation to alleviating the problem of HGV’s on Sheep Street.

8. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

Cllr Neill had given her apologies for absence as due to the forthcoming elections the period of “purdah” is in place. She had, however, sent in a written report which the clerk read out. Cllr Neill explained that despite the town council not have any strong objections to a planning application for 8 Wraggs Row she decided to call it in and was therefore decided by the CDC Planning Committee. It is a Listed Building and she wanted to ensure a balance of preservation of an historic fabric with the need to ensure that such buildings have a functional use which allows them to remain viable rather than falling into disrepair. She also spoke about road safety and said she has written about this in the May 2019 issue of Stow Times. She ended by saying that she had attended a meeting about the long term future of the NHS in Gloucestershire. She attended a workshop on child and adolescent mental health provision and end of life planning. A survey is being carried out and she hoped that as many residents would take part. Note: *This item was discussed fully under item 15 (ii) later in the meeting.*

9. TO DISCUSS AND ADOPT DRAFT “HIRE OF QUEEN ELIZABETH II (QEII) PLAYING FIELD, LOWER SWELL ROAD, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1LD FOR PRIVATE EVENTS POLICY DOCUMENT

Council had received two replies, from adjacent property owners, to their letter with reference to hiring out the QEII field. All members had received a copy of these ahead of the meeting.

Two members of public were given the opportunity to speak. Members noted their concerns.

Meeting then discussed the draft policy document and the clerk was asked to make some minor changes to the text. **PROPOSED** – Cllr J Davies, seconded Cllr V Davies that the clerk represent the revised draft to all members for final approval and then the policy will be adopted. **RECORD OF VOTING** – All in favour. **Motion carried.**



10. TO DISCUSS COUNCIL FACEBOOK PAGE AND ANY ACTION REQUIRED

Agreed that consolidation is necessary and Cllr Clarke suggested that a working party be set up after the elections to decide the best way forward. Members agreed.

11. NEW COUNCIL WEBSITE

Unanimously agreed that the clerk can proceed to build a new website and will be presented to council as an offline version for comment ahead of going live.

12. DOES COUNCIL WISH TO ARRANGE A HALF DAY (FREE OF CHARGE) “DEFIBRILLATOR AWARENESS” TRAINING SESSION ORGANISED/RUN BY COMMUNITY HEARTBEAT AND OPEN TO RESIDENTS/BUSINESSES?

Unanimously agreed that this would be a good idea. Clerk to organise a date which would be a Saturday and it will be held at Stow Youth Club.

13. REMINDER REFERENCE MEETING ORGANISED BY NORTH COTSWOLD BRANCH OF CPRE, IN ST EDWARD’S HALL, STOW ON THE WOLD, ON FRIDAY 26TH APRIL 2019 AT 7.00 PM, TO CONSIDER PROPOSALS FOR THE COTSWOLDS TO BECOME A NATIONAL PARK

Members noted.

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

a) Burial Board

Cllr Scarsbrook said that the committee had met this morning. The resurfacing of the first section of cemetery paths is due to start on 13th May 2019. There is also a problem with vans/cars parking without permission at the cemeteries and also dog fouling. Draft minutes will be circulated in due course.

b) Finance & General Purposes Committee

i) To approve bank reconciliation to 31st March 2019

RESOLVED – Proposed Cllr White, seconded Cllr Clarke that bank reconciliation for current account is approved for a gross amount of £20,592.70 when all cheques have been drawn. **RECORD OF VOTING** – All in favour. **Motion carried.**

ii) To report balances in Lloyds fixed bond and CCLA account as at 31st March 2019

Clerk reported that in the Lloyds fixed bond there is an amount of £52,995.67 and in the CCLA account £42,183.17.

iii) To approve Balance Sheet as at 31st March 2019

RESOLVED – Proposed Cllr Scarsbrook, seconded Cllr Clarke that balance sheet as at 31st March 2019 amounting to £110,828 is approved. **RECORD OF VOTING** – All in favour. **Motion carried.** The chairman then signed on behalf of council along with the Clerk in her role as the council’s Responsible Finance Officer.

iv) To approve expenditure to date for April 2019

RESOLVED – Proposed Cllr White, seconded by Cllr Eddolls that expenditure is approved for an amount including VAT of £19,935.42 see Appendix 1 on page 172 for details. In addition to this the clerk asked for expenditure approval for Deputy clerk to attend a half day training session, organised by GAPTC, at a cost of £40 and also for an amount of £65 for council to renew its membership with Fields in Trust. **RECORD OF VOTING** – All in favour. **Motion carried.**



- v) **To approve current signatories to remain signatories, even if they are not councillors after the election on 2nd May 2019, until such time as a new mandate can be put in place**
RESOLVED – Proposed Cllr Clarke, seconded Cllr J Davies that council approve.
RECORD OF VOTING – All in favour. **Motion carried.**
- vi) **To note that loan for Spring Gardens playground from PWLB will have been paid in full on 7th May 2019**
Members noted.
- vii) **To review and approve Regular Direct Debit Payments from 1st April 2019 to 31st March 2020**
RESOLVED – Proposed Cllr Eddolls, seconded Cllr White approved as detailed in Appendix 2 on page 173. **RECORD OF VOTING** – All in favour. **Motion carried.**

c) Parks & Square Committee

Cllr J Davies thanked all those who had helped at the recent town litterpick.

i) To note VIC statistics for the month of March 2019

Figures were encouraging and footfall was up on same period last year by over 500.

d) Planning, Traffic & Parking Committee

Cllr White gave a brief report on the meeting held on 9th April 2019 for which the draft minutes had been circulated to all members.

e) Neighbourhood Development Plan Group

No report given as Cllr Day was not present.

15. To DISCUSS ANY CORRESPONDENCE RECEIVED BY COUNCIL

i) GCC Community Learning Courses from April to June 2019

Clerk referred to a booklet that had been produced with reference to many courses that had been organised. However, there was only one in the North Cotswolds. She had contacted the officer and she had said they would be very pleased to work with council in the hope of arranging some courses next year but pointing out that they had organised courses in the past which were not well attended. Unanimously agreed that this should be pursued particularly and would be part of the council's survey that will be taking place over the coming months to ask residents if they would be interested.

ii) NHS Gloucestershire “Developing our local NHS Long Term Plan” consultation with a deadline of 19th May 2019

Clerk urged all members to complete the survey and a booklet was handed out not only to members but also to interested members of the public present too. The survey could also be completed on line.

iii) To note Temporary Traffic Order for no waiting at any time for various roads in Mangersbury and Stow on the Wold parishes due to Gypsy Fair effective from 8th to 10th May 2019

Members noted.

iv) Would anyone like to attend the CPRE Gloucestershire AGM to be held on Thursday 30th May 2019, at the Griffin Theatre, Rendcomb College, Cirencester GL7 7HA at 2.30 pm?

Clerk to send council's apologies as no one is able to attend.



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

Cllr J Davies had attended a Stow Almhouse Charity meeting.

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

None.

18. MEETING CLOSED: 8.27 pm.

19. NEXT MEETING: Thursday 16th May 2019 at 7.00 pm.

Appendix 1

CHEQUES/DIRECT DEBITS					
Number	Name	Description	Net	VAT	Gross
3307	Cancelled		£0.00		£0.00
3308	Cottage Garden Services	Grasscutting	£1,055.00	£211.00	£1,266.00
3309	K R Electrical Limited	PAT testing	£130.00	£26.00	£156.00
3310	Mr J Wise	April litterpicks play areas	£35.00		£35.00
3311	T20 Media	VIC website updates for March 2019	£50.00		£50.00
3312	Cottage Garden Services	Horticultural work at cemeteries etc	£2,370.75	£474.15	£2,844.90
3313	GCC	Q1 grant for VIC	£2,500.00		£2,500.00
3314	Richard Coglan Limited	Photocopier charges for March 2019	£51.03	£10.21	£61.24
3315	Cotswold Times	May 2019 issue	£287.50	£57.50	£345.00
3316	Centre 67	Q4 office rent and cleaning to 31/03/2019	£2,828.00		£2,828.00
3317	Blachere Illumination UK Limited	Christmas light annual lease charge	£642.85	£128.57	£771.42
3318/19	Administration costs		£2,927.54		£2,927.54
3320	Came & Company	Annual insurance	£1,805.20		£1,805.20
3321	Mr J Wise	May litterpicks play areas	£35.00		£35.00
3323	Cotsweb	Council website hosting and updates	£225.00		£225.00
DD012020	Grenke Leasing Limited	Q1 photocopier leasing	£170.70	£34.14	£204.84



DD02/03/052020	HMRC	PAYE/NI	£3,069.02		£3,069.02
DD042021	Lloyds chargecard	Cycle rack, hedge plants, kettle etc	£541.56	£91.31	£632.87
DD062020	Sirus Telecom Limited	March phone/internet	£60.36	£12.07	£72.43
DD072020	Grundon Waste	Cemetery refuse collection	£42.15	£8.43	£50.58
DD072020	Grundon Waste	Office refuse collection	£46.15	£9.23	£55.38
TOTALS			£18,872.81	£1,062.61	£19,935.42

Appendix 2

Regular Direct Debit Payment from 1st April 2019 to 31st March 2020

Name	Description	Amount	Annual	Frequency
Sirus Telecom	Telephones & internet	£70	£840	Monthly
Grenke	Photocopier lease	£171	£684	Quarterly
Lloyds Charge Card	Various costs averaged over year	£300	£3,600	Monthly
Grundon	Cemetery refuse collection	£43	£516	Monthly
Grundon	Office refuse collection	£46	£552	Monthly
PWLB	Square	£1,702	£3,404	April & October
PWLB	Cemetery	£665	£1,330	January & July
HMRC	PAYE & National Insurance	£950	£11,400	Monthly
Castle Water	Cemetery water supply	£10	£120	Monthly

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

Signed: _____ Chairman

Dated: _____