



MINUTES OF STOW ON THE WOLD ANNUAL COUNCIL MEETING HELD ON THURSDAY 16TH MAY 2019, AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 7.00 PM

PRESENT: Councillors: B Eddolls (Chairman), J Davies (Vice chair), V Davies, S Clarke, A White, J Scarsbrook, M Curtis, P Day, L Rixon, H Cheston, M Deacon & Mrs H Siphthorp, Clerk/RFO of council and 3 members of the public

Also in attendance: County Cllr N Moor, Cotswold Division – Stow on the Wold & Ward District
Cllr D Neill

1. a) TO ELECT A CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2020

RESOLVED – Cllr Deacon proposed Cllr Eddolls, seconded Cllr Day. **RECORD OF VOTING** – All in favour. **Motion carried.**

b) FOR NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Confirmed and clerk as the Proper officer countersigned.

2. a) TO ELECT A VICE CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2020

Cllr Cheston & Cllr J Davies put themselves forward for election and both were seconded. A secret ballot took place and after the ballot papers had been counted (by the clerk and verified by the Chairman) it was **RESOLVED** Cllr J Davies is elected with the majority vote.

b) FOR NEWLY ELECTED VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Confirmed and clerk as the Proper officer countersigned.

Cllr Curtis joined the meeting at 7.05 pm.

3. APOLOGIES FOR ABSENCE

None.

4. CHAIRMAN'S ANNOUNCEMENTS

Chairman welcomed old and new members to the first meeting of the new council. He spoke about Cllr Mike Moseley who is no longer a member of council and gave thanks for his work and support over the past 7 years and for his efforts in chairing the Finance general and purpose committee over the past few years. He then went on to congratulate Ward District Cllr Neill for being re elected and for being elected as Vice chair of CDC. He ended his report by thanking members for re electing him as chair for the next 12 months.

5. TO CONFIRM THAT ALL MEMBERS OF COUNCIL HAVE SIGNED THEIR ACCEPTANCE OF OFFICE

Clerk confirmed that all members had signed their forms and she countersigned as the Proper officer.

6. TO REMIND MEMBERS THAT THE COMPLETION OF REGISTER OF MEMBERS' INTERESTS FORM MUST BE COMPLETED WITHIN 28 DAYS OF ELECTION

Members noted.



7. DECLARATIONS OF INTERESTS ON ITEMS ON THE AGENDA

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

8. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

9. TO CONFIRM COUNCIL MEETS THE CRITERIA SET OUT BY THE SECRETARY OF STATE IN THE LOCALISM ACT 2011, SECTION 8 AND CAN THEREFORE RESOLVE TO ADOPT AND USE THE GENERAL POWER OF COMPETENCE WITH IMMEDIATE EFFECT

RESOLVED – Proposed Cllr V Davies, seconded Cllr Eddolls that council adopt. **RECORD OF VOTING** – All in favour. **Motion carried.**

10. TO APPOINT MEMBERS TO COUNCIL COMMITTEES

RESOLVED – Proposed Cllr Eddolls, seconded Cllr J Davies that the following members be appointed to the following committees. **RECORD OF VOTING** – All in favour. **Motion carried.**

Parks & square committee

Cllr J Davies
Cllr Clarke
Cllr Curtis
Cllr Deacon
Cllr Rixon
Cllr Cheston
Cllr V Davies

Planning, traffic & parking committee

Cllr Day
Cllr White
Cllr J Davies
Cllr Cheston
Cllr Clarke
Cllr Curtis

Burial Board

Cllr J Davies
Cllr Scarsbrook
Cllr V Davies
Cllr Cheston
Cllr Rixon

Finance & general purpose committee

Cllr Day
Cllr White
Cllr Deacon
Cllr Eddolls
Cllr Curtis

Staffing committee

Cllr Curtis
Cllr Eddolls
Cllr Clarke
Cllr White

11. TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES AND TO RESOLVE THAT WHOEVER IS APPOINTED WILL REMAIN IN POST FOR THE REMAINDER OF 4 YEAR TERM OF OFFICE AND THEREFORE OFFERING CONTINUITY:-

- **Neighbourhood Plan Steering Group**
 - a) **To elect a chairman**
Cllr Deacon was elected.
 - b) **To appoint council representatives to the group**
Cllrs White and Cheston were elected to join Cllr Deacon.
- **Stow Mangersbury Action Group (SMAG)**
Cllrs Eddolls, Scarsbrook & V Davies were elected
- **Silver Group**
Cllrs Scarsbrook, J Davies and V Davies were elected.



- **Trustee of St Edward's Hall**
Cllr Rixon was elected.
- **Trustees of Stow Almshouse Charity**
Cllrs J Davies & Curtis were elected.
- **Liaison with Gloucestershire Market Towns Forum**
Cllr Day was elected.
- **Stow Social Club Committee**
Cllr Clarke was elected.
- **Stow Community Land Trust**
Cllr Eddolls was elected.

All the above appointments were confirmed by individual resolutions which were proposed and seconded and the record of voting in all cases was all in favour.

12. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF COUNCIL MEETING HELD ON 25TH APRIL 2019

RESOLVED – Proposed Cllr White, seconded Cllr J Davies that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – 6 in favour, 5 abstentions. **Motion carried.**

13. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 25TH APRIL 2019

Clerk said that the agreement between Council and GCC in relation to the partnership for VIC had been signed and returned by her and a copy is on file.

The clerk confirmed safe receipt of the deposit and fee for the hire of QEII field for a wedding in June 2019. The policy document had been sent to the hirer for signing.

Clerk said that a working party needs setting up to move forward with revamping the council's social media presence. Cllrs Clarke, Cheston and Eddolls volunteered.

Defibrillator training has been organised by council, at the Youth Club, on Saturday 22nd June 2019 at 9.30 am. A poster will be put on display and clerk asked all those present to spread the word.

The notes of the meeting organised by CPRE on whether the Cotswolds should become a National Park had been circulated to all members.

Clerk ended her report by confirming that the first section of the cemetery path resurfacing had started from the Lych Gate to the Bier House.

14. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

Following the election the Liberal Democrats now have the majority of seats on CDC. Cllr Neill said they are making quite a number of changes and more details will follow. She said she had been elected as Vice chair of CDC and will also sit on the Planning committee and Overview and scrutiny committee.

Cllr Neill advised that she had asked the Enforcement Officer to reopen the case for the Tara Antiques sign which had been removed from the exterior of the building but now sat permanently outside the main entrance.

She said that she will continue to push for affordable housing in the town and continue to pursue Bromford in relation to the empty flats in Chamberlayne House. She urged everyone to read her article in the June issue of Stow Times.

She ended and spoke about the recent Gypsy Fair saying she will push CDC to organise a meeting of the Silver Group as Mangersbury Parish Council have concerns that need addressing.

Chairman thanked Cllr Neill for her report.



15. REPORT FROM COUNTY CLLR NIGEL MOOR, COTSWOLD DIVISION - STOW ON THE WOLD

Cllr Moor began by congratulating all members who had been elected to council.

He then went on to say that at a council meeting earlier in the week there was unanimous cross party support for GCC's pledge to become carbon neutral by 2030. There is a Climate Change Summit next week with 100 stakeholders in attendance from all over the country and following that GCC will produce its revised climate change strategy and action plan which will be put out to public consultation in the summer.

He spoke about the A361 Burford High Street weight restriction in that the decision had been delayed until 27th June 2019. However, there is a meeting next week with OCC officers to agree signage and monitoring so that the GCC/OCC can integrate the revised restrictions between both counties.

Cllr Moor said he had allocated funds to complete the final section of footpath on the western side of Stow Hill and wondered whether the town council would commit to a 50/50 funding with GCC and said he will confirm the costs in due course but thought it was around £8,000.

He said that GCC have an extensive capital programme to improve the county's infrastructure. This includes the A417 Missing Link, improvements to junctions 9 and 10 on the M5 in connection with Cheltenham Cyber Park and the Ashchurch Garden Town. He said that much of the growth in the county will be in the west along the M5 and Bristol/Birmingham rail corridor. Cllr Moor said that this should relieve housing pressures in the Cotswolds. Cllr Eddolls thanked Cllr Moor for his report and ongoing support of the town.

16. POLICE REPORT

Members had been given a copy of the incidents report for the past 3 months from February to April 2019. When compared with the same period last year incidents were down from 28 to 20.

Clerk reported that the police would be running a Crime Prevention Day in the square on Friday 16th August 2019 from 10.00 am to 3.00 pm.

17. TO DISCUSS AND COMMENT ON THE INTERNAL AUDITOR'S REPORT FOR FINAL YEAR END CHECKS TO 30TH MARCH 2019

Members noted and actions had already been taken.

18. TO APPOINT A MEMBER OF COUNCIL TO ACT AS POINT OF CONTACT OUTSIDE OF OFFICE HOURS FOR THE WEDDING EVENT WHICH IS TAKING PLACE ON SATURDAY 22ND JUNE 2019 ON QEII FIELD

Cllr Cheston volunteered.

19. TO APPROVE YEAR END BANK, CASH AND INVESTMENT RECONCILIATION AS AT 31ST MARCH 2019

RESOLVED – Proposed Cllr White, seconded Cllr Day that figure of £114,871.54 is approved.

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

20. TO CONFIRM AND APPROVE SECTION 1 – ANNUAL GOVERNANCE STATEMENT FOR 2018/19

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

21. TO CONFIRM AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2018/19

Clerk pointed out that figure in Box 9 for year ending 31st March 2018 would be restated to £421,993 and explained why.

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



22. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS FOR ACCOUNTS FOR YEAR ENDING 31ST MARCH 2019 – COMMENCES ON 17TH JUNE AND ENDS ON 26TH JULY 2019

Members noted.

23. TO APPROVE BANK RECONCILIATION TO 30TH APRIL 2019

RESOLVED – Proposed Cllr V Davies, seconded Cllr Scarsbrook that reconciled figure of £114,712.34 when all cheques have been drawn be approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

24. TO APPROVE EXPENDITURE TO DATE FOR MAY 2019

RESOLVED – Proposed Cllr Day, seconded Cllr White that expenditure approved for a gross amount of £8,031.59 is approved – see Appendix 1 page 179 for details. **RECORD OF VOTING** – All in favour. **Motion carried.**

25. TO DISCUSS AND APPROVE THE LAYOUT OF TOWN NEWSLETTER AND IF CONCEPT IS APPROVED TO AGREE FREQUENCY AND WHEN THE FIRST EDITION SHOULD BE PUBLISHED

Members were given a copy of the proposed layout for the A4 4 page newsletter. This was met with enthusiasm. It was agreed the aim would be to publish on a quarterly basis with the first edition in September 2019. A working party was formed consisting of Cllrs Clarke, Day & Rixon and could possibly be combined with the working party previously set up to look at council's social media. Clerk to organise first meeting.

26. CLERK/COUNCILLOR TRAINING COURSES AND EXPENDITURE APPROVAL

i) **Do any members wish to attend training on “Being a better councillor” and to gain expenditure approval if appropriate for the following for any of the following dates:-**

Wednesday 26th June 2019 at Highnam Community Centre at £95 per delegate

Saturday 29th June 2019 at Upper Rissington Village Hall at £60 per delegate

Wednesday 10th July 2019 at Bourton on the Water Parish Council at £95 per delegate or

Thursday 5th September 2019 Highnam Community Centre at £95 per delegate

Note all courses run from 9.30 – 4.30 pm with exception of Upper Rissington which will commence at 10.00 am to 4.30 pm.

Agreed that members would advise the clerk which training they would like to attend as soon as possible and appropriate expenditure approved.

27. TO DISCUSS ANY CORRESPONDENCE RECEIVED BY COUNCIL THAT NEEDS ACTION

i) **Does anyone wish to attend a joint GRCC & CPRE event on 17th July 2019 from 9.45 am to 4.00pm at Gambier Perry Hall, Highnam, Gloucestershire GL2 8DG on “Delivering Affordable Rural Housing to Meet Local Needs: What Communities can do”. In the afternoon there will be a visit to two nearby completed schemes at a cost of £25 per person**

RESOLVED – Proposed Cllr Eddolls, seconded Cllr Cheston that expenditure approved for Cllrs Day and Deacon to attend this event. **RECORD OF VOTING** – All in favour. **Motion carried.**

ii) **Does anyone wish to attend Fields in Trust (FIT), AGM on Tuesday 4th June 2019 at 1.30 pm at FIT headquarters in West London?**

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



28. ANY OTHER BUSINESS (ITEMS TO BE DISCUSSED AT THE NEXT MEETING)

Clerk to include on the agenda for next meeting a proposal for a change to council's standing orders that if any committee member cannot attend a meeting that they find a substitute.

29. MEETING CLOSED at 8.45 pm.

30. DATE OF NEXT MEETING – Thursday 28th June 2019 at 7.00 pm.

Appendix 1

CHEQUES/DIRECT DEBITS FOR					
Number	Name	Description	Net	VAT	GROSS
3324	Crawshaw Arborcare Limited	Tree survey	£1,700.00		£1,700.00
3325	Rialtas Business Solutions	End of year closedown and annual software support	£740.59	£148.12	£888.71
3326	Bridget C Bowen	Year end internal audit	£100.00		£100.00
3327	Fields in Trust	Annual membership renewal	£65.00		£65.00
3328	Mr J Wise	Gypsy Fair parking fees	£500.00		£500.00
DD082020	PWLB	Manorial rights loan payment	£1,701.78		£1,701.78
Direct Debit	PWLB	Spring Gardens play ground	£2,876.45		£2,876.45
Direct Debit	Sirus Telecom Limited	Internet/phone costs for April 2019	£54.81	£10.96	£65.77
Direct Debit	Grundon Waste	Cemetery refuse collection	£57.12	£11.42	£68.54
Direct Debit	Grundon Waste	Office refuse collection	£54.45	£10.89	£65.34
TOTALS			£7,850.20	£181.39	£8,031.59

Signed: _____ Chairman

Dated: _____