



MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 27TH JUNE 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), S Clarke, A White, J Scarsbrook, M Curtis, P Day, L Rixon, H Cheston, M Deacon & Mrs H Siphthorp, Clerk/RFO of council and 7 members of the public

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

1. APOLOGIES FOR ABSENCE

Cllr V Davies & Ward District Cllr Neill.

2. DECLARATIONS OF INTERESTS ON ITEMS ON THE AGENDA

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

3. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF COUNCIL MEETING HELD ON 16TH MAY 2019

RESOLVED – Proposed Cllr Deacon, seconded Cllr Scarsbrook that the minutes be signed as a true and accurate record. **RECORD OF VOTING** – All in favour. **Motion carried.**

4. CHAIRMAN'S ANNOUNCEMENTS

Chairman spoke about Cllr Val Davies who is currently in hospital and wished her well on behalf of council for a speedy recovery. He then went on to say that former Cllr Vera Norwood had attended a Buckingham Palace garden party and that she wished to say a few words about her momentous day. She spoke about her experience and pointed out some of the highlights and thanked council for nominating her for what she described as "One of the best days of my life".

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

Several members of public present said they may wish to speak on some of the agenda items and were given the opportunity as the meeting progressed.

6. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 16TH MAY 2019

The defibrillator training took place last Saturday and was attended by two members of council and three members of public.

Thanks to Cllrs Cheston and Rixon who acted as point of contact for the duration of the recent wedding on QEII field.

The AGAR had been sent off to the external auditor last week.

The "Delivering affordable rural housing to meet local needs" session organised by GRCC/CPRE had been cancelled – Cllrs Day and Deacon were due to attend. A revised date is awaited.

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

Cllr Cheston arrived at 7.18 pm towards the end of this report.

Cllr Moor began his report saying that GCC's TRO team had contacted all the neighbouring parishes in relation to the proposed experimental TRO weight restriction for the Adlestrop railway bridge. GCC are looking to introduce it at the same time as the Burford High Street weight restriction which is confirmed as 1st April 2020. The delay is due to Burford Town Council having to raise the funds to cover the cost of the TRO and other items.

He spoke about a meeting that took place in late May between GCC/OCC/Burford Town Council/Stow Town Council when the weight restrictions for the Adlestrop Railway Bridge and Burford High Street were discussed along with signage. He had pledged to put £5,000 from his Local Highways budget and hoped this council would match this.



Cllr Moor then spoke about GFirst Local Enterprise Partnership (LEP) where they had been asking for new project ideas for which there is funding on offer. He said that he had put forward improvements to the two mini roundabouts and the railway bridge in Moreton in Marsh and had asked for improvements to the Unicorn Junction too. He said it would be very helpful if this council could give its support to these projects when the details emerge.

Cllr Moor said he had further things to report but would leave this until the next meeting. He then took questions from members of council and the public. The chairman thanked Cllr Moor for his report and continued support of the town.

8. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

Cllr Neill was unable to attend the meeting but had sent in a written report which the clerk read out. She began by saying she had been appointed CDC member on GCC's Health & Scrutiny Committee. She said that affordable and in particular social housing is a key issue for this ward and that she has been in discussions with town/parish councils, Neighbourhood Development Plan Group and Stow Community Land Trust. She had also met with the Leader of the council, Cllr Joe Harris and Cabinet Member for Housing, Cllr Lisa Spivey, as housing is a priority for the new administration. She will ask about grants and funding for new developments and press Stow's case to be a pilot project. She will also be asking for a review of housing associations in the District and continue to push Bromford as to what is happening with Chamberlayne House and in particular why the empty flats are not being offered to people on the housing list. Cllr Mark Harris is the Cabinet member for Parking and also liaison with town/parish councils and he will be in touch with this council to arrange a meeting in due course. She ended by saying that grants are available from each ward member amounting to £2,500 and application forms can be obtained from CDC.

9. POLICE REPORT

The meeting looked at the written report which showed for the period from March to May 2019 the number of incidents recorded was 31 which when compared to the same period last year was down from 39.

10. TO REVIEW AND ADOPT COMMITTEE TERMS OF REFERENCE AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE

RESOLVED – Cllr White, seconded Cllr J Davies that council adopt the amended document.

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

11. TO REVIEW AND ADOPT THE FOLLOWING POLICIES IN RELATION TO DATA PROTECTION ACT 2018

- i) General Privacy Notice
- ii) Privacy Notice for staff, councillors and role holders

The meeting discussed both of the above documents together and it was **RESOLVED** – Proposed Cllr Eddolls, seconded Cllr Deacon that council should adopt amended versions without further change. **RECORD OF VOTING** – All in favour. **Motion carried.**

12. TO DISCUSS AMENDMENT TO COUNCIL STANDING ORDERS IN RELATION TO HOW MANY COMMITTEES AN INDIVIDUAL COUNCILLOR CAN SIT ON AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE

RESOLVED – Proposed Cllr Deacon, seconded Cllr Rixon that the following wording be added under "No 4. Committee and sub committees" as an additional paragraph inserted at "d". "All councillors must sit on a minimum of two committees and a maximum of three effective May 2020". **RECORD OF VOTING** – All in favour. **Motion carried.**

13. TO APPROVE GRANT MONIES FOR THE FOLLOWING ORGANISATIONS:-

Stow Cotswold Festival £1,000 (making a total of £2000 in grants given by council for this year's event). Cllr J Davies declared an interest as member of the organising committee.



Stow Rugby Club £1000. Cllr Eddolls declared an interest as a member of the club.

1st Stow on the Wold Scout Group £237.

St Edward's Christmas Tree Festival £250.

Villager Community Bus Services £900.

Stow Primary School PTFA £250.

Spring Gardens Allotments Association £371.40.

Stow Cricket Club – Cllr Cheston declared an interest as chairman of the club. He then asked that this application be withdrawn as the project was not costing as much as anticipated and proposed that the £500 should be given to Stow Community & Family Hub charity. All agreed.

Cotswold Friends £500.

Centre 67 (Stow Youth Club) £3,500 subject to appointment of satisfactory new trustees at next week's meeting. Cllr White declared an interest as a trustee.

Stow Community & Family Hub £1,000. Cllrs Curtis & Clarke declared an interest as trustees.

An application had also been received from Stow Motor Show but the grant was not approved as the event is not taking place until the new financial year.

14. TO DISCUSS AND APPROVE AMENDMENTS TO LLOYDS BANK CURRENT ACCOUNT MANDATE IN RELATION TO NEW SIGNATORIES AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE

RESOLVED - Proposed Cllr Curtis, seconded Cllr Eddolls that former Cllrs Moseley, Green & Smalley be removed from the mandate and that Cllrs Day & J Davies be added. **RECORD OF VOTING** – All in favour. **Motion carried.**

15. TO APPOINT A NEW WORKING PARTY TO LOOK AT THE POSSIBILITY OF USING VACANT BUILDING ADJACENT TO PUBLIC CONVENIENCES, HIGH STREET, AS A STORE FOR COUNCIL

Cllrs Cheston & Eddolls volunteered. The chairman asked a member of public present who had been involved in the working party last time if he would be prepared to help again and he said he agreed. Clerk to arrange access to the building via CDC.

16. TO DISCUSS TAKING PART IN NATIONWIDE CELEBRATION/COMMEMORATION OF VE DAY 75 (75TH ANNIVERSARY OF THE END OF WW2 IN EUROPE) ON 8TH MAY 2020

All agreed that the town should participate in this important nationwide event. It was referred to the Parks & square committee to take the lead. It was also agreed that this should be a community event and that the council will encourage all local organisations, businesses and so on on to take part one way or another. A member of public spoke on behalf of Stow's British Legion saying they will offer support but did not wish to take the lead.

17. TO APPOINT MRS BRIDGET BOWEN AS INTERNAL AUDITOR FOR YEAR ENDING 31ST MARCH 2020 AT A COST OF £600 FOR THREE SEPARATE VISITS THROUGHOUT THE YEAR
RESOLVED – Proposed Cllr White, seconded Cllr J Davies approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

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

a) Burial Board

Cllr Scarsbrook said she was pleased to have been elected as the chairman at a meeting held earlier in the week. Draft minutes had been circulated and she ran through and gave an overview. A walkabout of the cemeteries had been organised for Friday 5th July 2019 and all members of council would be welcome to attend at 10.30 am.

b) Finance & General Purpose Committee

Cllr White said that the committee had met on 18th June 2019 and draft minutes had been circulated to all members. He asked the clerk to run through the following items.

i) To approve bank reconciliation to 31st May 2019



RESOLVED – Proposed Cllr Eddolls, seconded Cllr Scarsbrook that reconciled figure of £107,900.82 when all cheques have been drawn is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

- ii) **To report balances in Lloyds fixed bond and CCLA account as at 31st May 2019**
Clerk reported that there is £52,995.67 in Lloyds fixed bond and £31,237.13 in the CCLA account.
- iii) **To approve expenditure to date for June 2019**
RESOLVED – Proposed Cllr Scarsbrook seconded Cllr Day that gross expenditure of £24,588.70 is approved – see Appendix 1 for details on page 184. **RECORD OF VOTING** – All in favour. **Motion carried.**

c) Parks & Square Committee

Cllr J Davies said the committee had met twice on 30th May and 13th June 2019 and gave an overview of the draft minutes which had already been circulated.

- i) **To note VIC statistics for the month of May 2019**
Members noted that there are encouraging signs with visitor numbers up once again..
- ii) **To approve committee's recommendation that allotment plot rent should increase to £24 per plot irrespective of size from 1st January 2020**
PROPOSED – Cllr Deacon, seconded Cllr Rixon increase is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**
- iii) **To get volunteers to sit on working party to draft committee's strategic and financial plans for next 3-5 years and to arrange first meeting**
Cllrs J Davies, Rixon & Deacon volunteered. Clerk to prepare a template for all committees to utilise as a base. It was suggested by one member, but not ratified, that all committees should have their draft plan prepared by the end of September.

d) Planning, Traffic & Parking Committee

Cllr Day gave an overview of the two meetings that had taken place on 21st May & 10th June 2019.

A member suggested that perhaps additional signage may be helpful as you approach the 20 mph zone from the Oddington Road.

A couple of members of public were given the opportunity to speak in relation to the recent speed survey carried out in Sheep Street by GCC Highways. It was agreed that a meeting would be set up between a couple of members of STAC and the Planning, traffic & Parking committee.

e) Neighbourhood Development Plan Group

Cllr Deacon said that the new group had met and she felt it was a very productive meeting and gave an overview of actions. She emphasised that consultation is paramount throughout this process and was actively trying to recruit "Community Champions" to come on board from local organisations/groups etc.

19. TO DISCUSS ANY CORRESPONDENCE RECEIVED BY COUNCIL

- i) **Would any member of council wish to be nominated for the appointment of replacement Parish Member – Parish Group 3 on Cotswold Conservation Board?**
No one forthcoming.
- ii) **To discuss email with regard to hire of QEII field for a private party on Saturday 31st August 2019**
Cllr Cheston declared an interest as a family member and left the room.
RESOLVED – Proposed Cllr White, seconded Cllr Scarsbrook that event is approved subject to terms laid out in hire policy document and the hire fee will be £250. **RECORD OF VOTING** – All in favour. **Motion carried.**



20. TO REARRANGE A DATE OF WORKING PARTY FOR COUNCIL NEWSLETTER AND TO EVALUATE SOCIAL MEDIA PRESENCE (CLLRS CLARKE, EDDOLLS, DAY, CHESTON & RIXON)

Arranged for 5.30 pm on Wednesday 3rd July 2019.

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

Cllrs Eddolls & J Davies had attended a BBQ at Abbeyfields.

Cllrs Eddolls, Rixon, Deacon & J Davies had been on a site visit to the Brio Retirement Village.

Cllr Eddolls had attended a D Day Commemoration at Stow Social Club.

Cllr J Davies had attended a Stow Almshouse Charity meeting.

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

A member suggested that the crossing in Sheep Street close to the Indian restaurant should be formalised. She also said that the Mangersbury Road car park sign is in the wrong place and needs relocating. Clerk to speak to GCC Highways.

23. MEETING CLOSED at 9.09 pm.

24. DATE OF NEXT MEETING – Thursday 25th July 2019 at 7.00 pm.

Appendix 1

CHEQUES/DIRECT DEBITS					
Number	Name	Description	Net	VAT	GROSS
3329	Paperstation Limited	Stationery	£34.51	£6.90	£41.41
3330	T20 Media	VIC website maintenance	£50.00		£50.00
3331	Cotswold Times	June 2019 issue	£287.50	£57.50	£345.00
3332/33	Administration costs		£2,884.51		£2,884.51
3334	Richard Coglan Limited	Photocopier charges for April	£56.56	£11.31	£67.88
3335	GAPTC	Training for Deputy clerk	£40.00		£40.00
3336	B & Q	Paint for KGF goalposts	£14.79	£2.96	£17.75
3337	Cottage Garden Services	Grasscutting and play park inspections etc	£1,878.00	£375.60	£2,253.60
3338	C J Cook	Cemetery path resurfacing	£6,250.00	£1,250.00	£7,500.00
3339	G Force Fireworks	Deposit for firework display 1/11/2019	£300.00		£300.00
3340	Mr J Wise	Play park litterpicks for June	£35.00		£35.00
3341	Stow Social Club	Room hire and drinks for Annual Town Meeting	£176.00		£176.00
3342	Cottage Garden Services	Hanging basket and tower planters	£550.00	£110.00	£660.00
3342	Cottage Garden Services	Grasscutting and play park inspections etc	£2,860.00	£572.00	£3,432.00
3343	Mr J Boers	Temporary events notice for bar at bonfire event	£21.00		£21.00
3344	Paperstation Limited	Stationery	£18.92	£3.78	£22.70



3345	E Sajewicz	Mileage and expenses	£53.09		£53.09
3346	Cotswold Times	July 2019 issue	£287.50	£57.50	£345.00
3347/48	Administration costs		£3,026.89		£3,026.89
3349	Miss M Barratt	Deposit return for hire of QEII field for wedding	£1,000.00		£1,000.00
DD102020	Lloyds charge card	Misc stationery etc	£184.93	£15.69	£200.62
DD132020	HMRC	PAYE and NI	£933.64		£933.64
DD142020	Castle Water	Water supply for cemeteries for Mar/April 19	£11.61		£11.61
DD152020	HMRC	PAYE and NI	£933.84		£933.84
DD162020	Lloyds charge card	Misc stationery etc	£34.42	£6.88	£41.30
DD172020	Grundon Waste Management Limited	Office refuse collection	£46.15	£9.23	£55.38
DD172020	Grundon Waste Management Limited	Cemetery refuse collection	£26.81	£5.36	£32.17
DD182020	Sirus Telecom Limited	Phones/internet for May 2019	£90.26	£18.05	£108.31
TOTALS			£22,085.93	£2,502.76	£24,588.70

Signed: _____ Chairman

Dated: _____