



MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 24TH SEPTEMBER 2020 VIA ZOOM AT 10.30 AM

PRESENT: Councillors: A White (Chairman), S Clarke, M Deacon, L Rixon, M Curtis, M Moseley, J Davies, A Clayton, C Whaley & Mrs H Siphthorp, Clerk/RFO of council and 4 members of the public

1. TO ELECT A CHAIRMAN OF COUNCIL UNTIL MAY 2021

Cllr Deacon proposed Cllr Curtis, seconded by Cllr Moseley. Cllr J Davies proposed Cllr White, seconded by Cllr V Davies. (In line with Standing Order 8b all members of council and public were placed in the "Waiting Room" whilst a secret ballot took place). The clerk spoke to each member individually to get their vote. The Deputy clerk was present and verified the vote and it was **RESOLVED** that Cllr White is elected. **RECORD OF VOTING** - 7 votes to 2. **Motion carried.**

Clerk confirmed that Cllr White will sign his Acceptance of Office after the meeting.

2. APOLOGIES FOR ABSENCE

County Cllr N Moor.

3. DECLARATIONS OF INTERESTS ON ITEMS ON THE AGENDA

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

4. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF COUNCIL MEETING HELD ON 30TH JULY 2020

RESOLVED – Proposed Cllr Deacon, seconded Cllr J Davies that the minutes be signed as a true and accurate record and were signed by the chairman. **RECORD OF VOTING** – 7 in favour, 2 abstentions. **Motion carried.**

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

6. CHAIRMAN'S ANNOUNCEMENTS

None.

7. TO CO OP MR CHRISTOPHER WHALEY & MR ALEXANDER CLAYTON TO COUNCIL

RESOLVED – Proposed Cllr White, seconded Cllr Rixon that both be co opted onto council with immediate effect. **RECORD OF VOTING** – All in favour. **Motion carried.**

Clerk confirmed that both candidates had signed their Acceptance of Office in her presence and she then countersigned at the meeting.

Chairman welcomed the two new members to council.

8. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 30TH JULY 2020

Stow Matters Issue 3 has been delivered to all GL54 1 postcodes. Issue 4 is well underway and is mainly dedicated to an update on the Neighbourhood Plan and will be delivered during latter part of October 2020.

Phase II of post lockdown social distancing measures in the town centre had drawn to a halt. An email had been received last week from CDC giving an update and asking if council wanted Ubico to put some warning stencils on the pavements and as to whether council wanted to continue with Phase II if funding becomes available and as a result of asking members of council by email it was agreed that the clerk can give the go ahead on both.

Professionally printed Covid 19 posters have been erected in both play areas.

Clerk had met with Chairman of Stow RBL in relation to this year Remembrance Parade. It is unlikely the parade will go ahead especially with enhanced Covid 19 rules but had been left that the



clerk will contact Rev Short to find out if he was prepared to do a live service via Facebook or whatever platform he uses for his Sunday services.

Keith Pulham Building Contractors Limited had signed the contract for parking vehicles etc on the QEII playing field and had given a copy of the public liability insurance cover. They had also agreed to pay £100 per week.

Clerk had chased Centre 67 in relation to the draft lease for council to remain a tenant at Stow Youth Club. She had been told it should be with council's solicitor by the end of this month.

Clerk ended her report saying that Website Content Accessibility Guidelines (WCAG) came into force on 23rd September 2020. Clerk had put up a notice to say that the current website is not compliant and giving details of how to obtain any documents that could not be accessed. The reasoning is that the council will be launching a new website in the next month and this will be fully compliant.

9. REPORT FROM COUNTY CLLR NIGEL MOOR – COTSWOLD DIVISION – STOW ON THE WOLD

No report as County Cllr Moor had given his apologies.

10. REPORT FROM WARD DISTRICT COUNCILLOR DILYS NEILL

Cllr Neill was not present but had sent in a written report which had been circulated to all members and the clerk will also uplift into the council website too.

11. POLICE REPORT

Stow Fair – Inspector Ellson has been in regular contact with the council in relation to the October Fair. The latest information is that the event will be going ahead as “a small event” and it will not be advertised. A meeting with the field owner, CDC and the Police is scheduled later this week and Inspector Ellson will keep the council informed.

Stow Police Station receptionist will start to send through the monthly incident numbers commencing at the end of this month and will be reported at the next scheduled council meeting. PC Palfrey is in post although on limited hours at the moment but has already made contact with the clerk.

A new appointment is Detective Superintendent Kath Davies as the Local Policing Area Superintendent for the Cotswolds and Stroud who had already been in contact with council and her email had been forwarded to all members.

12. STOW FAIR IN RELATION TO WHETHER COUNCIL WILL OPEN KING GEORGE'S FIELD FOR PARKING FOR “SMALL EVENT” TO BE HELD ON THURSDAY 22ND OCTOBER 2020

RESOLVED – Proposed Cllr Curtis, seconded Cllr Clayton that the council will not open the playing field for parking for this particular fair. **RECORD OF VOTING** – All in favour. **Motion carried.**

13. TO APPOINT A MEMBER TO REPRESENT COUNCIL ON THE BOARD OF STOW COMMUNITY LAND TRUST

Cllr Whaley put himself forward. **RESOLVED** – Proposed Cllr White, seconded Cllr J Davies that Cllr Whaley is appointed to represent council the council. **RECORD OF VOTING** – All in favour. **Motion carried.**

14. TO DISCUSS WHETHER COUNCIL APPROVE HATWELL'S FUN FAIR COMING TO THE SQUARE IN JUNE 2021 DUE TO CANCELLATION OF THIS YEAR'S EVENT DUE TO COVID 19 PANDEMIC WHICH WOULD HAVE BEEN THE THIRD OF A 3 YEAR AGREEMENT

RESOLVED – Proposed Cllr Curtis, seconded Cllr Deacon that request is approved providing the pandemic is contained at that point in time. **RECORD OF VOTING** – All in favour. **Motion carried.**

15. TO RE ADOPT 2019/20 INVESTMENT STRATEGY WITHOUT CHANGE FOR 2021/21 AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE



RESOLVED – Proposed Cllr Deacon, seconded Cllr Clayton that the document be adopted without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

- 16. TO NOTE LOCAL GOVERNMENT PAY DEAL AGREEMENT FOR COUNCIL EMPLOYEES WHICH IS BACKDATED TO 1ST APRIL 2020 FOR A 2.75% INCREASE AND AN ADDITIONAL DAY'S LEAVE**
17. Members noted. *Post Meeting Note: It has subsequently come to light that additional day's leave is only applicable to staff who have been in post for under 5 years.*
Members noted.
- 18. TO RECEIVE REPORTS FROM THE CHAIRMAN OF EACH OF THE FOLLOWING COMMITTEES:-**
- a) **Burial Board**
Cllr Scarsbrook said that the committee had met on 19th September 2020 and the draft minutes had been circulated to all members.
- b) **Finance & General Purpose Committee**
- i) **To approve bank reconciliation to 31st July 2020**
RESOLVED – Proposed Cllr V Davies, seconded Cllr Moseley approved for an amount of £113,346.09 when all unpresented cheques had cleared and will be signed by the Chairman and Clerk/RFO after the meeting. **RECORD OF VOTING** – All in favour.
Motion carried.
- ii) **To approve bank reconciliation to 31st August 2020**
RESOLVED – Proposed Cllr White, seconded Cllr Moseley approved for an amount of £107,564.62 when all unpresented cheques had cleared and will be signed by the Chairman and Clerk/RFO after the meeting. **RECORD OF VOTING** – All in favour.
Motion carried.
- iii) **To report balances in Lloyds fixed bond & CCLA account at 30th August 2020**
Clerk reported an amount of £35,000 in the Lloyds fixed bond account and an amount of £ 21,450.56 in the CCLA account.
- iv) **To retrospectively approve expenditure for August & to approve expenditure to date for September 2020**
RESOLVED – Proposed Cllr White, seconded Cllr Moseley gross expenditure of £16,450.98 is approved – see Appendix 1 for details on page 243. **RECORD OF VOTING** – All in favour. **Motion carried.**
- v) **To approve regular direct debit payments for year ending 31st March 2020**
RESOLVED – Proposed Cllr White, seconded Cllr Moseley approved. **RECORD OF VOTING** – All in favour. **Motion carried.** See Appendix 2 on page 245.
- vi) **To discuss and approve the budget comparison to actual income/expenditure to 31st August 2020**
Clerk ran through the spreadsheets. **RESOLVED** – Proposed Cllr White, seconded Cllr Moseley figures approved. **RECORD OF VOTING** – All in favour. **Motion carried.**
- vii) **To discuss redraft of 2020/21 budget and to adopt as recommended by the committee**



RESOLVED – Proposed Cllr White, seconded Cllr Curtis that revised budget is adopted without further change. **RECORD OF VOTING** – All in favour. **Motion carried.** See Appendix 3 on page 246.

c) Parks & Square Committee

Cllr Rixon said that the committee had met on 17th September 2020 and the draft minutes had been circulated to all members.

d) Planning, Traffic & Parking Committee

Cllr White said that the committee had met on 15th September 2020 and the draft minutes had been circulated to all members. He also confirmed that the meetings are now resuming on a 3 weekly basis via Zoom.

e) Neighbourhood Plan Steering Group (NPSG)

Cllr Deacon said that the NPSG sites sub group will be starting to meet 11 landowner/agents for the 11 sites assessed with the first meeting next week. She hoped that these could all be completed by the end of October 2020.

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

Cllr Clarke had attended a Stow Social Club Committee meeting.

Cllrs Deacon, J Davies and Curtis had attended a Stow Almshouse Charity meeting.

20. TO DISCUSS THE FOLLOWING CORRESPONDENCE RECEIVED:-

i) Would any members like to attend any of the training events over the coming months organised/run by GAPTC via Zoom and if so to gain expenditure approval

A couple of members expressed an interest and it was agreed that they would contact the clerk who can book them a place. **RESOLVED** – Proposed Cllr White, seconded Cllr Rixon that expenditure is approved for any members who wish to attend any of the training sessions at a cost of £25. **RECORD OF VOTING** – All in favour. **Motion carried.**

ii) Would anyone like to attend GAPTC AGM on Wednesday 9th December 2020 at 6.30 pm and does council wish to put forward any resolutions to be debated?

No one came forward so clerk to give council's apologies for absence.

21. MEETING CLOSED at 11.37 am

22. DATE OF NEXT MEETING – Thursday 29th October 2020 at **8.00 pm** via ZOOM.

**APPENDIX 1
CHEQUE AND DIRECT DEBIT PAYMENTS**

Number	Name	Description	Net	VAT	Gross
3533	Spring Gardens Allotments Association	Grant for tidying up site	£250.00	£00.00	£250.00
3534	Taylor & Fletcher	Valuation of Stow Cricket Pavilion for insurance purposes	£400.00	£80.00	£480.00



3535	Cottage Garden Services	Grass cutting, horticultural work, play park equipment inspections, watering baskets/planter, emptying bins etc	£3,075.00	£615.00	£3,690.00
3536	Acorn Creative	Covid 19 signs for two playgrounds incl installation	£118.00	£23.60	£141.60
3537	Kendall & Davies	Professional charges for work on Stow Cricket Club lease	£500.00	£100.00	£600.00
3538	Chris Small Ornamental Metalwork	Supply and fit gate closure for cemeteries	£50.00	£10.00	£60.00
3539/40	Administration		£3,183.87		£3,183.87
3541	Ms E Sajewicz	Expenses	£36.43		£36.43
3542	Viking Direct	Stationery	£30.69	£6.14	£36.83
3543	Robert Acton Product Developments	10 litter pickers and bag holder hoops	£330.00	£66.00	£396.00
3544	Cottage Garden Services	Grass cutting, horticultural work, play park equipment inspections, watering baskets/planter, emptying bins etc			£0.00
3545	Centre 67 - Stow Youth Club	Q2 rent for Youth Centre	£2,750.00	£0.00	£2,750.00
3546/47	Administration		£3,531.95		£3,531.95
3548	Lockrite	Changing locks/padlock at Stow Cricket Pavilion	£155.00	£31.00	£186.00
3549	Bridget Bowen	Interim internal audit visit and report for 2020/21	£315.00	£0.00	£315.00
DD232020	Lloyds Bank chargecard	Various including stamps, stationery etc	£78.49	£13.04	£91.53
DD242020	Grundon Waste Management Ltd	Office refuse collection	£29.91	£5.98	£35.89
DD242020	Grundon Waste Management Ltd	Cemetery refuse collection	£43.65	£8.73	£52.38



DD252020	Sirus	July internet/phone charges	£45.48	£9.10	£54.58
Direct Debit	Richard Coglan Limited	July copier charges	£45.55	£9.11	£54.66
Direct Debit	Grundon Waste Management Ltd	Office refuse collection	£29.91	£5.98	£35.89
Direct Debit	Grundon Waste Management Ltd	Cemetery refuse collection	£43.65	£8.73	£52.38
Direct Debit	Sirus	August internet/phone charges	£52.08	£10.42	£62.50
Direct Debit	Richard Coglan Limited	August copier charges	£24.41	£4.88	£29.29
Direct Debit	Lloyds Bank chargecard	Large bin bags, laptop lead & refreshments	£64.70	£9.50	£74.20
		TOTALS	£15,183.77	£1,017.21	£16,200.98

APPENDIX 2

Regular Direct Debit Payment from 1st April 2012 to 31st March 2021

Name	Description	Amount per month	Annual	Frequency
Sirus Telecom	Telephones & internet	£52	£624	Monthly
Grenke	Photocopier lease	£94	£1,128	Quarterly
Lloyds Charge Card	Various costs averaged over year	£300	£3,600	Monthly
Grundon	Cemetery refuse collection	£50	£600	Monthly
Grundon	Office refuse collection	£35	£420	Monthly
PWLB	Square	£1,702	£3,404	April & October
PWLB	Cemetery	£626	£1,252	January & July
HMRC	PAYE & National Insurance	£950	£11,400	Quarterly
Richard Cogland Ltd	Copier charges	£40	£480	Monthly
Castle Water	Cemetery water supply	£40	£480	Quarterly
All costs are estimated based on last year's invoices.				



APPENDIX 3

SUMMARY OF BUDGET FOR YEAR END 31ST MARCH 2021			
INCOME	2019/20 Budget	2020/21 Budget	Revised Budget
Administration	£0	£0	£0
Central Services	£1,110	£1,010	£840
Burial Board	£5,480	£5,480	£5,480
Parks, Square & Allotments	£20,070	£19,170	£14,720
Planning, Traffic & Parking	£0	£0	£0
Neighbourhood Development Plan	£9,000	£9,000	£9,000
TOTAL	£35,660	£34,660	£30,040
EXPENDITURE	2019/20 Budget	2020/21 Budget	2020/21 Budget
Administration	£67,000	£64,470	£65,220
Central Services	£57,550	£49,050	£50,160
Burial Board	£14,395	£18,195	£4,515
Parks, Square & Allotments	£36,775	£39,400	£18,080
Planning, Traffic & Parking	£2,000	£10,231	£16,231
Neighbourhood Development Plan	£2,000	£9,000	£9,000
TOTAL	£179,720	£190,346	£163,206
Net Payments	£144,060	£155,686	£133,166
Taken from general reserves	£1,890	£6,000	
Back into general reserves	£0	£0	£16,520
PRECEPT SET AT	£142,170	£149,686	£149,686

Signed: _____ Chairman

Dated: _____