



MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 29TH OCTOBER 2020 VIA ZOOM AT 8.00 PM

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

Also in attendance: County Cllr N Moor, Cotswold Division & Ward District Cllr D Neill

1. TO ELECT A DEPUTY CHAIRMAN OF COUNCIL UNTIL MAY 2021

RESOLVED – Proposed Cllr White, seconded by Cllr Clarke that Cllr Scarsbrook be elected.

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

Clerk confirmed that Cllr Scarsbrook will sign her Declaration of Office after the meeting.

2. APOLOGIES FOR ABSENCE

Cllr C Whaley.

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 24TH SEPTEMBER 2020

Clerk apologised that she had missed off Cllr Scarsbrook & Cllr V Davies on the list of attendees saying that the draft minutes had been subsequently amended. It was also pointed out a repetition of the word “council” be deleted on page 241 item 13, second line and it was then **RESOLVED** – Proposed Cllr Clayton, seconded Cllr Deacon that the minutes should be signed by the chairman as true and accurate record of the meeting.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

Several members of public said they may wish to speak on a number of agenda items and were given the opportunity by the Chairman at the appropriate time.

6. CHAIRMAN’S ANNOUNCEMENTS

Chairman said he would like to pull item 16 forward on the agenda to item 7.

7. CLERK’S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 24TH SEPTEMBER 2020

Cllr White had signed his Declaration of Office and the clerk had countersigned this.

Stow Matters Issue 4 was being delivered to all properties with the postcode GL54 1 last week.

Phase II of post lockdown social distancing measures in the town. Clerk said that the council had decided not to go ahead with all the proposals for this second phase. However, it has reserved the right to readdress these in January 2021 depending on how the pandemic is going. She confirmed that the three crossings in Park Street and Sheep Street would have tactile surfacing added to the highway to make them more visible and a cycle stand would be installed on the corner of Park Street/Well Lane. Clerk had also contacted CDC in relation to the size and poor visibility of the stencils on the pavements which had been put down by UBICO. The council had requested larger stencils and in brighter colours and requested extra Covid 19 social distancing signs to be erected too.

Stow Community Land Trust (SCLT) had been informed that Cllr Whaley will represent the council on the Board. A member of public present, who is the secretary of SCLT, spoke and said in Cllr Whaley’s absence that he had been contacted but was unable to make the first meeting.



Clerk said there will be no Remembrance Parade this year. It had been suggested by a member of the Stow Poppy Appeal that all the wreaths could be recycled this year as the RBL were struggling to make enough poppies and wreaths with the lack of volunteers due to the pandemic. The council had agreed to this but will still make the same donation as usual.

Clerk had spoken to Rev Short and he is organising an online service starting at 10.45 am and various people had been invited to take part in the service including the Chairman of council who will be doing a reading. The link to the service had been circulated widely and thanks to Cllr J Davies who had put up a few extra posters around the town.

The draft lease for council should be received soon and a date was set for Tuesday 10th November 2020 at 8.00 pm, via Zoom, for council to discuss and comment. This will be a private session and therefore not open to the press or public.

Hatwell's Fun Fair had confirmed that they will be moving into the square to set up on Wednesday 16th June 2021 and will operate on the 17th/18th/19th and will move out in the early hours of Sunday 20th June 2021. Clerk had spoken to the Farmer's Market operator and it had been confirmed that the dates do not clash.

Cllr Clayton has been booked onto Part 1 and Part 2 of "Being a Better Councillor" in the New Year.

8. TO APPOINT MEMBERS OF COUNCIL TO FILL VACANT SEATS ON THE FOLLOWING COMMITTEES BEARING IN MIND THAT IN LINE WITH STANDING ORDERS MEMBERS MUST SIT ON A MINIMUM OF TWO COMMITTEES AND A MAXIMUM OF THREE

It was unanimously agreed that the following members will sit on the following committees:-

a) Planning, Traffic & Parking Committee – 2 vacant seats

Cllr Moseley & Cllr Clayton.

b) Parks & Square Committee – 2 vacant seats

Cllr Clayton and Cllr Scarsbrook.

c) Finance & General Purpose Committee – 3 vacant seats

No one forthcoming and clerk requested to contact Cllr Whaley to ask if he would be prepared to sit on this committee.

d) Staffing Committee – 1 vacant seat

Cllr Clayton

9. REPORT BY WARD DISTRICT COUNCILLOR DILYS NEILL

This item was brought forward on the agenda as Cllr Moor was having problems with his internet connection at this point.

Cllr Neill had sent in a written report which had been circulated to all members and can be found on the council website HOMEPAGE under "Notices". She ran through the report and then took questions from members of council and the public. A member of public present asked now that the Waterloo Car Park in Cirencester is not going ahead could the New Homes Bonus for the Brio development be clawed back and ring fenced for projects in the town? Cllr Neill said she would investigate and report back.

Clerk said that she was unaware of the Civic Pride scheme and had not received any information relating to this. Cllr Neill said she would make enquiries and revert to council.

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

Cllr Moor began by congratulating Cllr White and Cllr Scarsbrook on being elected as Chairman/Deputy chairman of the council and said he looked forward to working with them in the future. He had sent in a written report which had been circulated to all members. It can also be found on the council website HOMEPAGE under "Notices". He ran through the report and then took questions from members of council and the public.



11. POLICE REPORT

The monthly reports of number of incidents reported to the police have now resumed. Members had been sent a copy of the report which confirmed for the period July to August 2020 the number of incidents reported amounted to three which is a decrease of one when compared to the same period last year.

Clerk said that the police had called into the office on what should have been Stow Fair day and at that juncture no problems. Inspector Ellson had since confirmed there were no incidents reported and the day passed without any issues.

12. STOW CRICKET PAVILION – CLERK TO GIVE UPDATE ON CURRENT SITUATION AND MEMBERS TO DISCUSS PROPOSITION LETTER FROM RESIDENT MR BEN EDDOLLS IN RELATION TO THE POSSIBLE USE OF THE CRICKET PAVILION

Cllr Clarke declared an interest as a member of Stow Motor Show Committee. The letter had been circulated to all members. Clerk confirmed that the locks had been changed and that the electric and water utilities had been informed of the change and bills will now be sent to the council directly. The two members of public present in relation to this item were given the opportunity to speak.

RESOLVED – Proposed Cllr White, seconded Cllr Clayton that the council take the cricket pavilion back under its wing in the short term and a new sub committee of the Parks & Square Committee will be formed with a view to handing over to a community group, as soon as possible, who can then be given a lease by the council for the pavilion. The sub committee will also appoint advisors from the community who wish to get involved in the long term future of the pavilion. **RECORD OF VOTING** – All in favour. **Motion carried.**

13. TO DISCUSS AND MAKE A DECISION AS TO WHETHER THE CHRISTMAS TREE LIGHTS SWITCH ON EVENT SHOULD BE CANCELLED DUE TO COVID 19 PANDEMIC

RESOLVED – Proposed Cllr Clayton, seconded Cllr J Davies that the event be cancelled.

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

14. TO DISCUSS AND APPROVE INDEPENDENT INTERNAL AUDITORS REPORT DATED 22ND SEPTEMBER 2020 AND TO NOTE ANY COMMENTS/RECOMMENDATIONS

Members had been sent a copy of the report. Everything is in order and there was one recommendation and for council to consider moving over to paying suppliers online. Referred to the Finance & General Purpose Committee to discuss and take any appropriate action.

15. TO DISCUSS AND COMMENT ON EXTERNAL AUDITOR'S REPORT IN RELATION TO AGAR (ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN) FOR THE YEAR ENDING 31ST MARCH 2020 AND TO CONFIRM THAT THE NOTICE OF CONCLUSION OF AUDIT HAS BEEN PLACED ON THE COUNCIL NOTICEBOARD AND ON THE COUNCIL WEBSITE

Another clean audit with no recommendations and the members noted the action in relation to the Notice of Conclusion of Audit. Clerk also confirmed that the signed off AGAR had also been placed on the council website in line with legislation.

16. TO REPORT THAT CDC HAS PAID COUNCIL THE £1,000 GRANT WHICH WAS ORIGINALLY TOWARDS VE 75 CELEBRATIONS AND GIVING PERMISSION FOR IT TO BE USED AT A COMMUNITY EVENT WHEN COVID 19 PANDEMIC ALLOWS AND TO RESOLVE THAT THIS WILL BE EARMARKED IN THE ACCOUNTS AND CAN ONLY BE USED FOR THIS PURPOSE

RESOLVED – Proposed Cllr Deacon, seconded Cllr Scarsbrook that earmark is approved.

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

17. TO RECEIVE BRIEF REPORTS FROM THE CHAIRMAN OF EACH OF THE FOLLOWING COMMITTEES:-

a) Burial Board



Cllr Scarsbrook said that the Board had met on 14th October 2020 and the draft minutes had been circulated to all members.

- i) **To approve Board's recommendation that council Burial Fees should be increased by 1% effective from 1st November 2020**

RESOLVED – Proposed Cllr Scarsbrook, seconded Cllr J Davies that increase is approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

b) Finance & General Purpose Committee

Cllr White asked the clerk to report on the following items.

- i) **To approve bank reconciliation to 30th September 2020**

RESOLVED – Proposed Cllr White, seconded Cllr Moseley that bank reconciliation is approved for an amount of £135,275.69 when all cheques have been drawn and will be signed by the chairman and Clerk/RFO after the meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**

- ii) **To report balances in Lloyds fixed bond & CCLA account as at 30th September 2020**

Clerk confirmed there is £35,000 in the Lloyds fixed bond account and £21,452.98 in the CCLA account.

- iii) **To approve expenditure for September and October 2020**

RESOLVED – Proposed Cllr White, seconded Cllr Moseley that expenditure approved for a gross amount of £59,523.01 see Appendix 1 on page 251 for details.

c) Parks & Square Committee

- i) **To approve recommendation by committee that allotment rent will increase to £25 per plot irrespective of size (an increase of £1 per annum) effective 1st January 2021**

RESOLVED- Proposed Cllr Clayton, seconded Cllr Rixon increase approved. **RECORD OF VOTING** – All in favour. **Motion carried.**

- ii) **To discuss request by a market operator to bring a French Market to the Square in 2021 for a fee of circa £300**

RESOLVED – Proposed Cllr Rixon, seconded Cllr Clayton that council approve the market coming to the square and a final date is to be confirmed with the operator and is obviously all subject to any legislation in relation to pandemic if appropriate. **RECORD OF VOTING** – All in favour. **Motion carried.**

- iii) **Council to discuss and resolve as to whether a strip of land (6 metres wide) should be dedicated to planting wildflowers on QEII and King George's Playing Fields**

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

Clerk is to contact the Cotswold Conservation Board in relation to fencing off the areas to protect them and to ask what they recommend. Clerk is also to check whether the grants are still available too.

Cllr J Davies said as the Snow Warden for the town she had been around all the salt bins and the majority were full. However, because the salt has been in the bins for such a long time due to the mild winter it had compacted and the salt grit needs loosening to enable residents to access and spread on the public highways. She asked for volunteers to help her and Cllr V Davies came forward.



d) Planning, Traffic & Parking Committee

Cllr Scarsbrook said the committee had met on 6th and 27th October 2020 and that draft minutes had been circulated to all members. The committee is now meeting on a three weekly cycle once again via Zoom at 8.00 pm.

e) Neighbourhood Plan Steering Group

Draft minutes of the meeting held on 12th October 2020 had been circulated to all members. Cllr Deacon said that a consultant to write the draft Neighbourhood Plan will soon be appointed and was hopeful the draft will be available in the New Year. A member of public present who is one of the resident volunteers on one of the policy groups for the Neighbourhood Plan thanked Cllr Deacon for her hard work and that of fellow councillors and resident volunteers too.

18. 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.
Cllr White had attended a meeting with Cllr Moor and GCC officers (along with the clerk) to get an update on parking review for the town. Notes of this meeting will be circulated in due course.
Cllr Deacon had attended a Climate Change session organised by CDC/GAPTC.

19. TO DISCUSS AND RESPOND TO THE FOLLOWING CORRESPONDENCE RECEIVED:-

- i) **GAPTC – Being a Better Councillor Part 1 – 30th January 2021 from 10.00 am to 12 noon & Part 2 on 18th February 2021 from 10.00 am to noon via Zoom at a cost of £25 per session and if appropriate gain expenditure approval**
No one forthcoming.
- ii) **To discuss email from Miss M Jones asking permission to use King George’s Playing Field to teach/perform exercise activities/classes as a commercial enterprise**
RESOLVED – Proposed Cllr White, seconded Cllr Rixon that permission is granted for one year rent free subject to the terms of hire of the field being drafted by clerk and agreed by council and then the user. The user will then be requested to keep a note of the number of times she uses the field and keep a record of the number of attendees and report to council ahead of one year agreement ending for them to consider renewing and if appropriate at what cost. **RECORD OF VOTING** – All in favour. **Motion carried.**

20. DATE OF NEXT MEETING – Thursday 26th November 2020 at **8.00 pm** via ZOOM.

21. MEETING CLOSED at 9.40 pm.

APPENDIX 1

CHEQUE AND DIRECT DEBIT PAYMENTS

Number	Name	Description	Net	VAT	Gross
3550	Cancelled		£0.00		£0.00
3551	Stow Ag	Postmix for footpath in allotments	£23.96	£4.79	£28.75
3552	Viking Direct	Stationery	£17.76	£3.55	£21.31
3553	Wayne Lockey	Repair to dry stone wall on QEII field	£250.00		£250.00



3554	Cottage Garden Services		£2,210.25	£442.05	£2,652.30
3555	Gloucestershire County Council	Grant for VIC	£2,500.00		£2,500.00
3556	Cotswold Computers	Repairs and new hard drive for Deputy Clerk's PC	£200.00		£200.00
3557/58	Administration		£3,039.94		£3,039.94
3559	Public Sector Deposit Fund	Transfer of funds from current account	£45,000.00		£45,000.00
3560	Stow Poppy Appeal	Donation in lieu of wreath	£25.00		£25.00
3561	PKF Littlejohn LLP	External audit fee	£400.00	£80.00	£480.00
3562	Mrs D Rosinska	Office cleaning and materials	£83.96		£83.96
Direct Debit	Information Commissioners Office	Annual subscription	£35.00		£35.00
DD312020	Lloyds chargecard	Vacuum cleaner, keys cut and misc office items	£171.29	£32.42	£203.71
DD322020	HMRC	Q2 PAYE/NI	£3,094.42		£3,094.42
DD332020	Public Works Loan Board	Manorial Rights loan	£1,701.78		£1,701.78
DD342020	Sirus Telecom	Internet/phone costs for September 2020	£51.85	£10.37	£62.22
DD352020	Grundon Waste Management Ltd	Office refuse collection	£38.83	£7.77	£46.60
DD352020	Grundon Waste Management Ltd	Cemetery refuse collection	£59.44	£11.89	£71.33
DD362020	Richard Coglan Limited	Copier charges for September 2020	£22.24	£4.45	£26.69
		TOTALS	£58,925.72	£597.29	£59,523.01

Signed: _____ Chairman

Dated: _____