



## MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 28<sup>TH</sup> JANUARY 2021 VIA ZOOM AT 8.00 PM

**PRESENT:** Councillors: A White (Chairman), J Scarsbrook (Deputy chairman), S Clarke, M Deacon, M Curtis, M Moseley, J Davies, A Clayton, V Davies, M Worker, E Bell & Mrs H Siphorp, Clerk/RFO of council and 3 members of the public

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

### 1. APOLOGIES FOR ABSENCE

None.

### 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 17<sup>TH</sup> DECEMBER 2020

**RESOLVED** that the chairman sign the minutes as a true and accurate record. **Motion carried.**

### 4. QUESTIONS FROM MEMBERS OF THE PUBLIC

One member of public said he may wish to speak on a couple of the agenda items. Cllr MacKenzie-Charrington introduced himself saying he would be standing at the May 2021 local county council elections as Cllr Moor was standing down.

### 5. CHAIRMAN'S ANNOUNCEMENTS

None.

### 6. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD 17<sup>TH</sup> DECEMBER 2020

Clerk had circulated the breakdown of the 16 ASB incidents mentioned in the November 2020 Police Report in the meeting packs.

She said that the new council website will be live from Monday.

NALC had announced that the Government is not currently planning to extend the remote meeting regulations beyond 7<sup>th</sup> May 2021

Thanks to Cllr J Davies in her role as Snow Warden for her work over last weekend. Thanks also to Mr Ben Eddolls and two of his team who refilled all the salt bins in the town amounting to some 50 bags of salt grit. Clerk had written to Mr Eddolls to give thanks on behalf of council.

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

Chairman said that he was going to bring forward items 13 & 14 on the agenda.

Cllr Moor had sent in a written annual report which had been circulated to all members and said in view of the length he would not go into further detail. The report had been uplifted to the council website and can be found under the News section on the homepage.

Cllr Moor then said he wanted to talk about a couple of other items. He said improvements are being made to the Monarch's Way on the section from Stow to Broadwell. This will be partly financed from his Local Highways Budget. He said it was a project being carried out by GCC/North Cotswold Walkers Charity and Cotswold Wardens. The aim is to improve the path and surrounding area by cutting back vegetation and improving the surface to allow better access for walkers and cyclists. The members fully supported this action as it is an extremely popular route for not only residents but also visitors too. Cllr Moor asked if the council could write to GCC Highways Manager and the PROW Officer confirming its support. It is hoped this can be completed during lockdown so that when the weather improves it will aid the walkers and cyclists. He ended his report saying that



GCC will continue to provide free school meals to those who are entitled for the February 2021 half term holiday and all those registered for the Christmas holidays will automatically receive them but asked council to spread the word to ensure that no children are missing out. If any children are not already registered this can be arranged by calling **01452 426165** between 9 am and 5 pm but must do this by 5<sup>th</sup> February 2021 latest. Chairman thanked Cllr Moor for his report.

**8. REPORT BY WARD DISTRICT COUNCILLOR DILYS NEILL**

Cllr Neill had sent in a written report yesterday which had been circulated to all members. Cllr Neill talked about one or two of the items mentioned. The report will be uplifted to the council website and can be found under the News section on the homepage. Chairman thanked Cllr Neill for her report.

**9. TO CO OPT MS ELIZABETH BELL AND MRS MARY WORKER ONTO COUNCIL TO FILL TWO CASUAL VACANCIES AND SIGNING OF ACCEPTANCE OF OFFICE**

**RESOLVED** that they be co opted with immediate effect. **Motion carried.** Clerk confirmed that both had completed and signed their Acceptance of Office and she had countersigned as the Proper Officer. Chairman welcomed the two new members to the council.

**10. TO ELECT A MEMBER OF COUNCIL TO SIT ON THE BOARD OF STOW COMMUNITY LAND TRUST**

No one forthcoming.

**11. TO REVIEW AND ADOPT PROPOSED BUDGET FOR NEW FINANCIAL YEAR EFFECTIVE 1<sup>ST</sup> APRIL 2021 AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE**

**RESOLVED** budget approved and see Appendix 1 on page 264 for details. **Motion carried.**

**12. TO SET THE PRECEPT FOR NEW FINANCIAL YEAR EFFECTIVE 1<sup>ST</sup> APRIL 2021**

**RESOLVED** precept is set in line with above approved budget for an amount of £154,295. This equates to £161.21 per annum for a Band D property which is an increase of £4.26 per annum or 8 pence a week on current financial year. **Motion carried.**

**13. TO REPORT, REVIEW AND ADOPT REPORT ON ACTUAL INCOME/EXPENDITURE AGAINST BUDGET TO 31<sup>ST</sup> DECEMBER 2020**

**RESOLVED** approved. **Motion carried.**

**14. TO REVIEW AND ADOPT AMENDED RISK MANAGEMENT POLICY DOCUMENT AS RECOMMENDED BY FINANCE & GENERAL PURPOSE COMMITTEE**

**RESOLVED** document approved. **Motion carried.**

**15. POLICE REPORT**

Clerk reported that Stow Police Station has a new member of the Community Policing Team – PC Pete Esolme. She said that she had also been approached by the Stow Police Station receptionist to ask if it was possible to have a further finger post on the sign located by the Stocks Green. Clerk had contacted Stow Civic Society who thought this may be possible and will come back to the council in due course.

The monthly report for number of incidents in the town for December 2020 had been circulated to members. When compared to December 2019 the number of incidents was up by 10 from 39 to 49.

**16. TO REVIEW, AMEND IF APPROPRIATE AND ADOPT COUNCIL GRANT AWARDING POLICY DOCUMENT**

**RESOLVED** that document is readopted without any changes. **Motion carried.**



## 17. TO REVIEW AND ADOPT AMENDED COUNCIL FINANCIAL REGULATIONS

**RESOLVED** that document should be adopted. **Motion carried.**

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

### a) Burial Board

Minutes of the meeting held on 13<sup>th</sup> January 2021 had been circulated to all members. Cllr Scarsbrook gave a short overview of some of the main issues discussed.

### b) Finance & General Purpose Committee

#### i) To approve bank reconciliation to 31<sup>st</sup> December 2020

**RESOLVED** approved for an amount of £61,965.38 when all outstanding cheques had been drawn and will be signed by the chairman & clerk/RFO after the meeting. **Motion carried.**

#### ii) To report balances in Lloyds fixed bond & CCLA account as at 31<sup>st</sup> December 2020

Clerk confirmed there is £35,000 in the Lloyds fixed bond account and £66,461.25 in the CCLA account.

#### iii) To approve expenditure for January 2021

**RESOLVED** approved for a gross amount of £22,632.31 - see Appendix 2 on page 265 for details. **Motion carried.**

#### iv) To approve expenditure for clerk to attend refresher training sessions organised by ICCM on Granting, Exercising and Transferring the Exclusive Right of Burial at a cost of £135 + VAT via Zoom in May 2021

**RESOLVED** expenditure approved. **Motion carried.**

#### v) To approve expenditure for website hosting and support for staff for 12 months including support for members and staff in setting up their new email accounts on their PC, laptop and phones at a cost of £29 + VAT per month payable to BWP Creative Limited

**RESOLVED** expenditure approved. **Motion carried.**

#### vi) TO APPROVE EXPENDITURE FOR CLERK TO ATTEND VIRTUAL REGIONAL TRAINING SEMINAR ORGANISED BY SLCC ON 25<sup>TH</sup> MARCH 2021 AT A COST OF £45.00 + VAT

**RESOLVED** expenditure approved. **Motion carried.**

#### vii) To approve Finance & general purpose committee's recommendation that when the council's Lloyds Fixed Bond matures in February 2021 that a new one should be taken out but the amount be increased from £35,000 to £50,000

**RESOLVED** approved. **Motion carried.**

### c) Parks & Square Committee

Minutes of the meeting held on 21<sup>st</sup> January 2021 had been circulated to all members. Cllr J Davies summarised the topics discussed. Cllr Clayton has been elected in his absence and his prior agreement as the new chairman as he was unable to attend the meeting.

### d) Planning, Traffic & Parking Committee

Cllr Scarsbrook said that the committee had not met since December 2020 council meeting. The next meeting is scheduled for 2<sup>nd</sup> February 2021 and the Chamberlayne House redevelopment planning application would be discussed.



**e) Neighbourhood Plan Steering Group (NPSG)**

Cllr Deacon said that draft minutes of the NPSG’s meeting on 11<sup>th</sup> January 2021 had been circulated to all members earlier today. She hoped that the next draft of the Neighbourhood Plan would be available in March/April 2021.

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

Cllr White said that he had been talking to a journalist who was writing an article about Stow for the April 2021 issue of Cotswold Life.

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

**20. TO RESOLVE TO GO INTO PRIVATE SESSION AND TO EXCLUDE THE PUBLIC & PRESS UNDER PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 TO DISCUSS THE NPSG’S PRESENTATION ON SITE ALLOCATION OPTIONS AND TO GAIN COUNCIL APPROVAL ON THE WAY FORWARD**

**RESOLVED** council go into private session. **Motion carried.**

**RESOLVED** council approve that the NPSG Sites Sub Group can move to the next stage of negotiations with landowners/agents on all options to elicit their responses to requirements put to them and to report back to council with findings. **Motion carried.**

**21. DATE OF NEXT MEETING** – Thursday 25<sup>th</sup> February 2021 at 8.00 pm via ZOOM.

**22. MEETING CLOSED** at 9.23 pm.

**APPENDIX 1  
SUMMARY OF BUDGET FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022**

<b>INCOME</b>	<b>2019/20 Budget</b>	<b>2020/21 Revised Budget</b>	<b>2021/22 Budget</b>
Administration	£0	£0	£0
Central Services	£1,110	£840	£840
Burial Board	£5,480	£5,480	£5,480
Parks, Square & Allotments	£20,070	£14,720	£18,400
Planning, Traffic & Parking	£0	£0	£0
Neighbourhood Plan	£9,000	£9,000	£9,000
<b>TOTAL</b>	<b>£35,660</b>	<b>£30,040</b>	<b>£33,720</b>
<b>EXPENDITURE</b>	<b>2019/20 Budget</b>	<b>2020/21 Revised Budget</b>	<b>2021/22 Budget</b>
Administration	£67,000	£65,220	£68,870
Central Services	£57,550	£50,160	£55,450
Burial Board	£14,395	£4,515	£8,840
Parks, Square & Allotments	£36,775	£18,080	£47,375
Planning, Traffic & Parking	£2,000	£16,231	£15,000
Neighbourhood Plan	£2,000	£9,000	£9,000



<b>TOTAL</b>	<b>£179,720</b>	<b>£163,206</b>	<b>£204,535</b>
<b>Net Payments</b>	<b>£144,060</b>	<b>£133,166</b>	<b>£170,815</b>
Taken/Returned to/from General Reserve	-£1,890	£16,520	£16,520
<b>PRECEPT SET AT</b>	<b>£142,170</b>	<b>£149,686</b>	<b>£154,295</b>

## APPENDIX 2

### CHEQUES/DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
3580	Viking Direct	Stationery	£42.68	£8.53	£51.21
3581	Cottage Garden Services	Replanting 3 off tower planters & trimming yew trees in cemetery	£1,640.00	£328.00	£1,968.00
3582/83	Admin		£3,028.14		£3,028.14
3584	Stockwell Davies Limited	Install new xmas tree lights on large tree on Stocks Green	£646.42	£129.27	£775.69
3585	Blachere Illumination UK Limited	20 sets of xmas tree light strings for above tree	£1,435.00	£287.00	£1,722.00
3586	Oneill Homer	Consultancy work on emerging Neighbourhood Plan	£2,750.00	£550.00	£3,300.00
3587	Gloucestershire County Council	Q3 grant from Cotswold District Council for VIC	£2,500.00		£2,500.00
3588	Mrs D Rosinska	Office cleaning	£96.00		£96.00
3589	Centre 67 - Stow Youth Club	Q3 rent for youth centre	£2,750.00		£2,750.00
3590	Stow Ag	Rope to tie down sheet to cover salt grit at King George's Field	£9.85	£1.97	£11.82
3591	A Ferrige	Xmas lights power	£20.00		£20.00
3592	Lucy's Tearoom	Xmas lights power	£10.00		£10.00
3593	Old Stocks Hotel	Xmas lights power	£20.00		£20.00
3594	Mrs G James	Xmas lights power	£20.00		£20.00
3595	St Edward's Hall Committee	Xmas lights power	£30.00		£30.00
3596	Delicata Limited	Xmas lights power	£20.00		£20.00
3597/98	Admin		£3,885.63		£3,885.63
3599	Cotswold Friends	Deficit on petty cash loan used to repay volunteers for shopping done on behalf of residents during pandemic	£8.21		£8.21



3600	Greenfields Garden Services Ltd	New swing seats and multiplay net at two play areas including pressure washing Spring Gardens play area	£1,254.00	£250.80	£1,504.80
3601	MDH Forestry Limited	Remove and dispose of Christmas Tree	£60.00	£12.00	£72.00
3602	Bridget C Bowen	Internal audit	£250.00		£250.00
Direct Debit	Lloyds Chargecard	SLCC membership, pavilion electricity & stationery	£397.89	£14.45	£412.34
Direct Debit	Sirus Telecom	Phone/internet costs for December 2020	£73.50	£14.70	£88.20
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
		<b>TOTALS</b>	<b>£21,020.88</b>	<b>£1,611.43</b>	<b>£22,632.31</b>

Signed: \_\_\_\_\_ Chairman

Dated: \_\_\_\_\_