



## MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD ON THURSDAY 25<sup>TH</sup> FEBRUARY 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 Siphthorp, Clerk/RFO of council and 5 members of the public

**Also in attendance:** County Cllr N Moor, Cotswold Division, Ward District Cllr D Neill & District Cllr C Webster, Cabinet member for Planning & Town & Parish Councils

### 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 28<sup>TH</sup> JANUARY 2021

**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 items.

Cllr Clayton joined the meeting having had difficulties in joining the meeting.

### 5. CHAIRMAN'S ANNOUNCEMENTS

None.

### 6. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD 28<sup>TH</sup> JANUARY 2021

Clerk said that the new council website had been launched.

Cllrs Bell & Worker had completed their Members Interests forms and they had been sent off to CDC Monitoring Officer for signing.

Clerk had attended four half day training sessions over the past couple of weeks on all aspects of Cemetery Management which she said had been a useful refresher for her.

UBICO should be placing larger and brighter social distancing stencils on the pavements in the town as soon as possible.

Clerk ended her report saying that she had attended a webinar organised by SpaceHive to learn about the new partnership with CDC on crowdfunding for community projects. She gave an overview of how the scheme will work. CDC has pledged £110,000 towards community projects and GCC has also pledged £50,000 from its Community Resilience Fund. Both authorities have the opportunity to put in funds on any projects set up on this crowdfunding site. The minimum pledge by anyone wanting to support any of the schemes is £2. There is a 5% + VAT fee for any projects that meet their fundraising target. Clerk said that she thought this would be a good way to raise funds for the Cricket Pavilion renovations.

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

Cllr Moor had sent in a written report which had been circulated to all members. The report had been uplifted to the council website and can be found under the News section on the homepage.

Cllr Moor gave a brief overview of his report.

Cllr Moor then gave an update on the Adlestrop 7.5 tonne weight restriction. He said that the data collected over the past few months would be reviewed in early March 2021 and he hoped to bring the results to the next council meeting. A member questioned why Oxfordshire County Council had



still not put up a sign warning vehicles of the weight restriction on what is known locally as the Chipping Norton Bypass. She said a lot of vehicles were still coming down the A436 and then having problems turning around. Cllr Moor said that it was in fact GCC's responsibility and would chase this up.

He spoke about the trench which had been dug by Stepnell the contractor for the Brio Retirement Village that is causing issues for neighbouring properties. He had still not received a response from Brio's Operations Director and will contact him again.

Two members spoke separately with regard to the footpath that runs adjacent to the Fosseyway just beyond the parish boundary going North. One said that some of the plastic bollards need replacing and the other member suggested that perhaps the path could be formalised with gravel as it was a well used path. Cllr Moor said he would look into this and suggested that perhaps the Cotswold Wardens may be able to help. Chairman thanked Cllr Moor for his report.

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

Cllr Neill had sent in a written report which had been circulated to all members. Cllr Neill gave an overview 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.

The chairman then asked District Cllr Webster to speak in relation to the emerging Stow on the Wold & the Swells Neighbourhood Plan. He began by saying that he had attended a meeting with Cllr Deacon and Cllr Neill last Friday to talk about the Neighbourhood Plan (NP). A further meeting is scheduled for 12<sup>th</sup> March 2021 between representatives from town council and CDC. Cllr Webster said he would prepare an agenda for this meeting. He said the main priority is to ensure that the NP is robust, fit for purpose and unchallengeable. Chairman thanked Cllr Webster for attending the meeting and for his help and support.

#### **9. POLICE REPORT**

The monthly report for number of incidents in the town for January 2021 had been circulated to members. When compared to January 2020 the number of incidents was up by 10 from 39 to 49.

#### **10. AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE TO REVIEW AND ADOPT THE FOLLOWING COUNCIL DOCUMENTS:-**

- i) Council Privacy Notice for staff, councillors and role holders
- ii) Council General Privacy Notice
- iii) Scheme of Delegation to the Clerk

**RESOLVED** that council adopt all three of the above documents without any further changes.  
**Motion carried.**

#### **11. CLERK TO GIVE UPDATE ON STOW YOUTH CLUB REOPENING**

Centre 67 has appointed Aspire to Inspire to run the youth club when it reopens and the trustees will have far more input into the session content. Subject to Government guidelines it is hoped to restart the sessions with the Junior Club in April 2021 followed by the Senior Club in the Summer.

#### **12. WOULD ANY MEMBERS LIKE TO ATTEND THE FOLLOWING TRAINING SESSIONS ORGANISED BY GAPTC**

**Being a Better Councillor Part 1 – 20<sup>th</sup> April 2021 & Part 2 on 11<sup>th</sup> May 2021 at 10.00 am via Zoom at a cost of £25 per session**

No one forthcoming and chairman said that if any members wish to attend they should advise the clerk.



**13. TO DISCUSS INDEPENDENT INTERNAL AUDITOR'S REPORT CARRIED OUT ON 26<sup>TH</sup> JANUARY 2021**

Members noted that there were no recommendations or other matters to be brought to the attention of the council.

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

**a) Burial Board**

Cllr Scarsbrook said no meeting had taken place since last council meeting. She said that the survey on St Edward's Churchyard wall (adjacent to Church Walk) report should be received shortly and that the removal of the yew hedge, adjacent to Church Walk, had been approved by the CDC Tree Officer.

**b) Finance & General Purpose Committee**

Committee had met on 11<sup>th</sup> February 2021 and the draft minutes had been circulated to all members.

**i) To approve bank reconciliation to 31<sup>st</sup> January 2021**

**RESOLVED** approved for an amount of £55,711.12 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> January 2021**

Clerk confirmed there is £35,000 in the Lloyds fixed bond account and £66,464.20 in the CCLA account.

**iii) To approve expenditure for February 2021**

**RESOLVED** approved for a gross amount of £6,206.75 - see Appendix 1 on page 270 for details. **Motion carried.**

**c) Parks & Square Committee**

No meeting had taken place since the last council meeting. Cllr Clayton spoke briefly about a couple of the projects he is currently working on.

Cllr J Davies reported that she and Cllr Worker had been picking up poo bags on the Fosseyway adjacent to Tesco site. They had then put down some dog poo stencils on the pavements throughout the town too. Chairman thanked both members for their good work.

**d) Planning, Traffic & Parking Committee**

The committee had met on 2<sup>nd</sup> February and 23<sup>rd</sup> February 2021. Minutes of the meeting held on 2<sup>nd</sup> February 2021 had been circulated to all members and the draft minutes of the meeting held on 23<sup>rd</sup> February 2021 will be circulated early next week. Cllr Scarsbrook said she had nothing to add.

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

Cllr Deacon said that the draft Site Allocations policies are currently with CDC for them to comment. She said a redraft of the Design Code had been completed. Cllr Deacon ended her report saying that she was unsure when the redraft of the Neighbourhood Plan would be ready to submit to council for approval.

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

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



**16. TO RESOLVE TO GO INTO PRIVATE SESSION AND TO EXCLUDE THE PUBLIC & PRESS UNDER PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 TO DISCUSS A COUPLE OF STAFFING ITEMS**

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

Cllr Worker declared an interest as the deputy clerk is a close family associate.

**RESOLVED** that the deputy clerk's salary is increased by one increment back dated to 1<sup>st</sup> April 2020. **Motion carried.**

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

**18. MEETING CLOSED** at 9.14 pm.

**APPENDIX 1**

**CHEQUES/DIRECT DEBITS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
3603	ONeill Homer	Consultancy work on Neighbourhood Plan	£1,100.00	£220.00	£1,320.00
3604	BWP Creative Limited	New website hosting and support for 12 months for staff and members on new email platform	£348.00	£69.60	£417.60
3605	ICCM	Cemeteries training course (2 mornings)	£135.00	£27.00	£162.00
3606	Mrs D Rosinska	Office cleaning	£72.00		£72.00
3607/08	Administration		£3,348.70		£3,348.70
Direct Debit	Grenke Leasing Limited*	Pro rata protection insurance for new copier from 9/12/20 to 31/01/21	£5.69	£1.14	£6.83
Direct Debit	Grenke Leasing Limited*	New copier protection insurance for new copier for 2021	£89.00	£17.80	£106.80
Direct Debit	Grenke Leasing Limited	Lease documentation fee for new copier	£100.00	£20.00	£120.00
Direct Debit	Lloyds Chargecard	Cherry picker hire to remove xmas lights, stationery and chalk spray paint	£390.39	£77.08	£467.47



Direct Debit	Sirus Limited	Phone/internet charges for January 2021	£67.74	£13.55	£81.29
Direct Debit	Grundon Waste Management Ltd	Office refuse collection	£32.42	£6.48	£38.90
Direct Debit	Grundon Waste Management Ltd	Cemetery refuse collection	£45.56	£9.11	£54.67
Direct Debit	Richard Coglán Limited	January 2021 copier charges	£8.74	£1.75	£10.49
<b>TOTALS</b>			<b>£5,743.24</b>	<b>£463.51</b>	<b>£6,206.75</b>

\* To be credited

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

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