



**MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD
ON THURSDAY 29TH APRIL 2021 VIA ZOOM AT 8.00 PM**

PRESENT: Councillors: A White (Chairman), J Scarsbrook (Deputy chairman), S Clarke, M Moseley, J Davies, V Davies, E Bell, & Mrs H Siphthorp, Clerk/RFO of council and 8 members of the public

Also in attendance: County Cllr N Moor, Cotswold Division, Ward District Cllr D Neill, Mr J de Haldevang & Mr C Carritt, Windrush Valley Traffic Action Group (WiVTAG)

1. APOLOGIES FOR ABSENCE

Cllr A Clayton. Cllr M Worker absent.

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 25TH MARCH 2021

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

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

Members of public were given the opportunity to speak during the course of the meeting at the chairman's discretion.

5. CHAIRMAN'S ANNOUNCEMENTS

Chairman said that he had sent a letter of condolence, on behalf of council, to Buckingham Palace following the sad death of the Duke of Edinburgh and a response had been received.

6. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD 25TH MARCH 2021

No matters arising but a few miscellaneous items to report on.

A429 suffered tail backs during the day which was attributed to GCC removing the loop on the traffic lights in the town for the duration of the night closures for resurfacing works. When the works had been completed the loop was reinstated and all is back to normal.

Clerk said she continues to send any relevant information from CDC in relation to Covid grants etc to the businesses who have signed up to the group emails.

Clerk had copied a leaflet supplied by CDC in relation to Town Centre Business Support Services in the Cotswolds in relation to the pandemic. She gave thanks to Cllrs J Davies and Worker for delivering to the businesses in the town. CDC had also supplied a few copies of the Social Distancing floor stickers that had also been distributed to some of the businesses by Cllr J Davies.

7. CLERK TO UPDATE MEMBERS ON THE TWO CASUAL VACANCIES FOLLOWING THE RESIGNATION OF FORMER CLLRS M DEACON & M CURTIS

Clerk reported that an election had been called for to fill the two vacancies. It is hoped the by election will take place late June/early July. This will mean that the two new members would take up their seats at the July 2021 council meeting.

A member of public asked whether there was any particular reason why so many members had resigned.

8. PRESENTATION BY CLLR JAN DE HALDEVANG, CHAIRMAN OF BARRINGTON PARISH COUNCIL & MR COLIN CARRITT ON WINDRUSH VALLEY TRAFFIC ACTION GROUP IN RELATION TO AN 18 MONTH EXPERIMENTAL TRAFFIC REGULATION ORDER FOR 7.5 TONNE WEIGHT RESTRICTION ON BURFORD HIGH STREET



A presentation was given by the two representatives confirming that the group is campaigning to get the weight restriction on Burford High Street removed. Chairman then spoke and explained that a 7.5 tonne weight limit on Adlestrop Bridge (A436) was part of the Burford High Street 18 month Experimental Traffic Road Order. He read out the figures that had been collated by GCC which confirmed that the number of HGV's using the A436 had reduced since the restriction was put in place. He said that a comprehensive regional solution is what is needed. He thanked both gentleman for taking the time to attend the meeting and for giving the presentation and asked that they inform council of any updates on their pursuit.

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

Cllr Moor said that this was sadly his last report as would be standing down at the forthcoming elections on 6th May 2021. He referred to the data collected, in relation to experimental weight restriction on the Adlestrop bridge, on the number of HGVs including articulated vehicles that had used the A436 for February & October 2020 and February 2021. It shows a significant reduction but GCC officers said they would have thought that the figures should be even lower than indicated. As a result of this the members of council and public are urged that if they see a lorry over 7.5 tonnes using the bridge that they take a photograph and ensure they have the registration number. These can be sent to the clerk and she will forward to GCC.

He spoke about Stow Fair and the concerns of locals that it was to go ahead. He emphasised that this is a joint decision between CDC/GCC/Police and that one authority should not be individually blamed and as far as he was concerned it was not a done deal. Cllr White said that this council should be involved in the meetings and Cllr Moor suggested that he write to GCC Leader of Council, Cllr Mark Hawthorne.

Chairman thanked Cllr Moor for his report. He then went on to say that the council was very sorry to see Cllr Moor go and that he had been a true friend and a great champion for Stow and would be missed. A presentation was then made to Cllr Moor in appreciation of his help and support of the town over many years. Cllr Moor said he had very much enjoyed working with the council over the past 8 years.

10. REPORT BY WARD DISTRICT COUNCILLOR DILYS NEILL

Cllr Neill had sent in a written report which had been circulated to all members of council. It will also be uplifted into council website under the NEWS section. She began by expressing her concern that Stow Fair is to go ahead and the implications in relation to the pandemic. She then moved on to give an overview of her written report.

11. POLICE REPORT

No report had been received from the Police in relation to number of incidents for the month of March 2021.

Clerk confirmed that council had been notified that Stow Fair will go ahead as mentioned in Cllr Moor's report earlier in the meeting. Clerk has arranged for King George's Playing Field to be used as a car park and the team who normally run it are available.

Work has started on repairing the fallen dry stone wall adjacent to the Police Station.

12. TO DISCUSS AND ADOPT NEW COUNCIL CODE OF CONDUCT AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSE COMMITTEE

RESOLVED approved and adopted. **Motion carried.**

13. TO REVIEW WHETHER COUNCIL STILL APPROVES HATWELL'S FUN FAIR TO OPERATE IN THE SQUARE IN JUNE 2021 WHICH WAS SUBJECT TO LATEST SITUATION WITH REGARD TO COVID 19 PANDEMIC AND IN LIGHT OF THIRD LOCKDOWN

RESOLVED approved. **Motion carried.** *Post Meeting Note: Operator has decided not to bring the fun fair in June 2021 due to ongoing issues with pandemic and requests it be postponed until June 2022. This will be a new agenda item for a forthcoming council meeting.*



- 14. TO DISCUSS WHETHER THE RECOMMENDATION BY THE BURIAL BOARD TO INCREASE BURIAL FEES BY 1% IS APPROVED AND TO AGREE A START DATE IF APPROPRIATE**
RESOLVED approved and will be effective from 1st May 2021. **Motion carried.**
- 15. TO DISCUSS AND REVIEW DRAFT OF COUNCIL ACTION PLAN 2021/2022 AND ADOPT**
RESOLVED approved and adopted. **Motion carried.**
- 16. TO REVIEW AND DISCUSS THE FOLLOWING GRANT APPLICATIONS:-**
- i) **Stow Community Land Trust for an amount of £500 to cover subscription and administrative costs**
RESOLVED grant application approved for full amount of £500. **Motion carried.**
 - ii) **Rotary Club North Cotswolds for an amount of £250 to fund a drama workshop for Year 6 pupils to help with their transition to High School**
RESOLVED grant application approved for full amount of £250. **Motion carried.**
- 17. TO REVIEW COUNCIL'S COMMITTEE TERMS OF REFERENCE AND ANY RECOMMENDED ADDITIONS/AMENDMENTS ADVISED BY THE VARIOUS COMMITTEES IF APPROPRIATE AND TO REVIEW THE STAFFING COMMITTEE TERMS OF REFERENCE**
RESOLVED to adopt with one further addition to Parks & Square Committee to add a new point under "Responsibilities" saying "To take responsibility for running and maintaining Stow Cricket Pavilion with a view to establishing a community group to take over and for council to ultimately grant a short term lease. **Motion carried.**
- 18. TO DISCUSS THREE ESTIMATES FOR COUNCIL'S INSURANCE COVER ON A 3 YEAR LONG TERM AGREEMENT AND TO APPROVE WHICH PROVIDER TO APPOINT**
RESOLVED to appoint Pen Underwriting Limited via Axa at a cost of £2,800.72 plus £50 administration fee. **Motion carried.**
- 19. TO REVIEW AND ADOPT COUNCIL SUPPORTING STATEMENT FOR YEAR ENDED 31ST MARCH 2021 INCLUDING ASSET REGISTER**
RESOLVED approved. **Motion carried.** See Appendix 1 on page 280.
- 20. TO RECEIVE BRIEF REPORTS FROM THE CHAIRMAN OF EACH OF THE FOLLOWING COMMITTEES:-**
- a) **Burial Board**
Cllr Scarsbrook said that no meeting had taken place since the last council meeting so had nothing to report.
 - b) **Finance & General Purpose Committee**
 - i) **To approve bank reconciliation to 31st March 2021**
RESOLVED approved for an amount of £15,982.80 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 30th March 2021**
Cllr Moseley confirmed a balance of £50,000 in the Lloyds Fixed Bond account and £66,468.29 in the CCLA account.
 - iii) **To approve expenditure for April 2021**
RESOLVED approved for a gross amount of £16,973.12. **Motion carried.** See Appendix 2 on page 281 for details.



c) Parks & Square Committee

Draft minutes of the meeting held on 26th April 2021 would be circulated as soon as possible. In the absence of Cllr Clayton, Chairman of this committee, Cllr J Davies gave an overview of the topics discussed at this meeting as the Deputy chairman.

d) Planning, Traffic & Parking Committee

Cllr Scarsbrook said that the committee had met on 6th & 27th April 2021. Draft minutes had been circulated for the meeting on 6th and the draft minutes of the meeting held on Tuesday evening will be circulated as soon as possible. She had nothing further to add.

e) Neighbourhood Plan Steering Group (NPSG)

Chairman said following the regrettable resignation of former Cllr Deacon the council will elect a new chairman of the NPSG at the May Annual Council Meeting. He said the council wishes to keep up the momentum of completing the Neighbourhood Plan and to keep it moving.

21. TO DISCUSS AND COMMENT ON THE FOLLOWING CORRESPONDENCE RECEIVED BY COUNCIL:-

- i) NHS Social Care and Frontline Workers Day – 5th July 2021 bell ringers throughout the UK are being asked to ring a single bell 73 times at 8 pm and response from St Edward’s Church as to whether this can be organised for the town**
Clerk had contacted Rev Short and sadly they have no bell ringers so the town will not be able to participate. *Post Meeting Note: Rev Short hopes he has now found someone to ring the bell so clerk will register the town to take part in this nationwide event.*
- ii) Call for Resolutions from GAPTC for its AGM to be held on Saturday 24th July 2021 at 10.30 am at Highnam Community Centre**
None forthcoming.
- iii) To discuss complaint from a member of public about her concerns that people use the Town Cross as a seat and feels it is disrespectful**
This was debated and a member pointed out that this was not a War Memorial but the Town Cross. With lockdown and people not being able to go into pubs, cafes, etc had exacerbated the problem which it is hoped will go away once lockdown further eases on 17th May 2021. Council is sympathetic to the complaint but has no way of enforcing and does not feel it is appropriate to put up a sign in the area which is likely to be unsightly and probably ignored.
- iv) To discuss correspondence with Mr Chris Hartley in relation to asking permission for Bourton Roadrunners Junior section to use QEII playing field for training**
RESOLVED permission granted. **Motion carried.** Generally agreed that parking on the field is not desirable and clerk is to speak to the organiser to ascertain how many cars they think might like to park on site.
- v) To discuss whether the council would like to take part in the Cotswold National Landscape Kingfisher Trail Cotswolds 2021 by sponsoring a large or small sculpture at a cost of £1200/£800**
Clerk advised that only one sculpture remains which is the large size.
RESOLVED council sponsor a large sculpture at a cost of £1200. **Motion carried.** Clerk suggested that the Kingfisher is located in the library, as was the hare some years ago, providing the opening hours are extended and will speak to GCC Manager.



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

Cllr J Davies had attended a Stow Almshouses Charity meeting.

23. DATE OF NEXT MEETING – Annual Council Meeting to be held on **Thursday 27th May 2021** at **7.00 pm in St Edward’s Hall**. Note Covid regulations will be in force and all attendees **MUST** wear a mask at all times unless exempt.

24. MEETING CLOSED at 9.37 pm.

APPENDIX 1

**STOW ON THE WOLD TOWN COUNCIL
SUPPORTING STATEMENT TO ACCOUNTS FOR YEAR ENDED 31ST MARCH 2021**

FIXED ASSETS

Property	Cemetery & Allotment land (c.11.5 acres)	£1	
	King George's Field playing field (5.2 acres)	£1	
	Queen Elizabeth II Field(c.10.5 acres)	£1,000	
	Stow Cricket Pavilion	£1	
	Stocks Green	£1	
	Old Stocks	£6,000	
	Stone Cross in square	£46,000	
	Fountain (monument)	£46,000	
	Fountain Green	£1	
	Bell Inn Green	£1	
	Lych Gate	£36,000	
	Cemetery Bier House	£44,000	
	Manorial Rights for the square	£50,000	
Equipment	Street furniture	£26,318	
	Pallisade fencing	£4,868	
	Shipping container	£2,060	
	Mains water connection/piping for cemetery water supply	£8,000	
	Playground equipment	£133,006	
	Office contents	£10,236	
	Chain of office	£5,000	
	Defibrillators (2 off)	£3,500	
			TOTAL
			£192,988
			Overall Total
			421,994

STATUTORY DISCLOSURES

Borrowing	Public Works Loan Board - New Cemetery	£4,320
	Public Works Loan Board - Manorial Rights the square	
	O'S borrowing	£36,464



		TOTAL	<u>£40,784</u>
Earmarked Reserves	Council website		£823
	Playground signs		£750
	Community event (CDC grant VE75 celebrations)		£1,000
	Bonfire event		£1,000
	Removal of churchyard yew hedge		£1,600
	Neighbourhood Plan		£3,885
	Playing field dry stone wall repairs		£3,000
	Christmas lights		£2,136
	Parking		£10,000
	Street cleansing		£137
		TOTAL	<u>£24,331</u>
Leases	Stow Cricket Club (QEII playing field)		£0
	Council Office no formal lease. Quarterly rent of £2,750		£11,000
Material contingent liabilities	None		£0
Advertising	None		£0
Recruitment Advertising	None		£0
Pension Payments	None		£0
Local Government Act Section 137 payments*	Cotswold Friends		£1,000
	Spring Gardens Allotments Association		£250
	Stow Community Land Trust		£500
	RBL poppy wreath		£25
			<u>£1,775</u>

*Electorate of 1639 permitted under Local Government Act 1972 s137 spend of £8.32 per head = £13,636.48

APPENDIX 2

CHEQUES/DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
3621	The Safe Shop Limited	New fire safe	£481.00	£96.20	£577.20
3622	RCOH Limited (Oneill Homer)	Neighbourhood Plan work	£1,100.00	£220.00	£1,320.00
3623	Stow Ag Limited	Manufacture of 15 star brackets for St Edward's Hall	£218.23	£43.65	£261.88
3624	Cottage Garden Services	Grasscutting, play park inspections & refuse removal	£1,159.00	£231.80	£1,390.80



3625	Petty Cash	Restore imprest to £100	£21.57		£21.57
3626	Keith Pulham Building Contractors Ltd	Return of deposit for hiring QEII playing field for parking	£1,000.00		£1,000.00
3627	Mr N Moor	Retirement gift	£100.00		£100.00
3628	ICCM	Annual subscription	£95.00		£95.00
3629	Gloucestershire County Council	Q1 VIC grant from CDC	£2,500.00		£2,500.00
3630/31	Administration		2459.94		£2,459.94
3632	Cotsweb	Gov.uk domain renewal and minor adjustments to old website	£129.00		£129.00
3633	Rialtas Business Solutions Limited	Year end 31st March 2021 shutdown	£560.00	£112.00	£672.00
3634	Playsafety Limited	Annual play inspections for two play areas	£158.00	£31.60	£189.60
DD632020	Lloyds Chargecard	Clerk training, stationery and subscription to Dropbox	£347.56	£18.14	£365.70
DD662020	HMRC	Q4 PAYE/NI	£3,323.16		£3,323.16
Direct Debit	Grundon Waste Management Ltd	Cemetery refuse	£62.35	£12.47	£74.82
Direct Debit	Grundon Waste Management Ltd	Office refuse	£42.64	£8.53	£51.17
Direct Debit	Lloyds Chargecard	Stationery, Weebly & Microsoft 365 subscriptions	£302.18	£22.21	£324.39
Direct Debit	Sirus Telecom	Phone/internet charges for March 2021	£59.49	£11.90	£71.39
Direct Debit	PWLB	Manorial Rights loan payment	£1,701.78		£1,701.78
Direct Debit	Grenke	Q1 copier lease charges	£280.08	£56.02	£336.10
Direct Debit	Richard Coglans Limited	Copier charges March 2021	£6.35	£1.27	£7.62
TOTALS			£16,107.33	£865.79	£16,973.12



Signed: _____ Chairman

Dated: _____

DRAFT