



**MINUTES OF STOW ON THE WOLD ANNUAL COUNCIL MEETING HELD
ON THURSDAY 27TH MAY 2021 AT ST EDWARD'S HALL, THE SQUARE, STOW ON THE
WOLD AT 7.00 PM**

PRESENT: Councillors: A White (Chairman), J Scarsbrook (Deputy Chairman), S Clarke, M Moseley, J Davies, V Davies, A Clayton & Mrs H Siphthorp, Clerk/RFO of Council and 10 members of the public

Also in attendance: County Cllr M Mackenzie-Charrington, Cotswold Division & Ward District Cllr D Neill

1. a) **TO ELECT A CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2022**
RESOLVED that Cllr White is elected. **Motion carried.**
b) **FOR NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr White signed the form and it was counter signed by the Clerk as the Proper Officer.
2. a) **TO ELECT A DEPUTY CHAIRMAN TO HOLD OFFICE UNTIL ANNUAL COUNCIL MEETING IN MAY 2022**
RESOLVED that Cllr Scarsbrook is elected. **Motion carried.**
b) **FOR NEW ELECTED DEPUTY CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Scarsbrook signed the form and it was counter signed by the Clerk as the Proper Officer.
3. **APOLOGIES FOR ABSENCE**
None.
4. **DECLARATIONS OF INTERESTS ON ITEMS ON THE AGENDA**
Members were reminded to declare any interests that may arise during the course of the meeting.
5. **CHAIRMAN'S ANNOUNCEMENTS**
The Chairman welcomed Cllr Mark Mackenzie-Charrington to his first meeting since being elected. He also congratulated Cllr Dilys Neill for being elected Chairman of Cotswold District Council.
6. **REPORT FROM COUNTY CLLR MARK MACKENZIE-CHARRINGTON, COTSWOLD DIVISION - STOW ON THE WOLD**
The Chairman said he was pulling forward County Cllr Mackenzie-Charrington's report. Cllr Mackenzie-Charrington handed the Clerk a hard copy of his report and this will be uplifted into the council's website under the NEWS section. He ran through the report. Chairman thanked Cllr Mackenzie-Charrington for his report.
7. **QUESTIONS FROM MEMBERS OF THE PUBLIC**
Members of the public were given the opportunity to speak during the course of the meeting at the Chairman's discretion.
8. **TO APPOINT MEMBERS TO COUNCIL COMMITTEES INCLUDING ANY ADVISORS**
RESOLVED the following members and advisors are appointed to the following committees:-

Planning, Traffic & Parking Committee	Parks & Square Committee	Burial Board	Finance & General Purpose Committee	Staffing Committee
Jenny Scarsbrook	Alex Clayton	Jenny Scarsbrook	Mike Moseley	Alun White
Simon Clarke	Jo Davies	Val Davies	Alun White	Jo Davies
Val Davies	Val Davies	Mike Moseley	Simon Clarke	Alex Clayton



Mike Moseley	Simon Clarke	Jo Davies	Vacant Seat	Vacant Seat
Alex Clayton	Jenny Scarsbrook	Vacant Seat	Vacant Seat	
Vacant Seat	Vacant Seat		Vacant Seat	
	Vacant Seat			
Advisors		Advisors		
Jack Baggott	Advisor	Rev Martin Short		
Kit Ayers	Nigel Surman	Graham Golby		

It was agreed that the committee memberships would be reviewed when the four vacant seats had been filled by election/co option.

9. TO APPOINT MEMBERS TO REPRESENT THE COUNCIL ON THE FOLLOWING OUTSIDE BODIES

RESOLVED that the following appointments be made. **Motion carried.**

- **Neighbourhood Plan Steering Group**
 - a) **To appoint three council representatives**
Cllrs Scarsbrook, White & Clayton.
A member of public spoke questioning why Cllr Scarsbrook had been appointed to the Neighbourhood Plan Steering Group when one of the potential sites for the emerging Neighbourhood Plan was in her ownership. Cllr Scarsbrook replied saying that she had withdrawn her site so that there was no longer a conflict of interest.
 - b) **To elect a Chairman**
RESOLVED that Cllr White be elected. **Motion carried.**
- **Stow Maugersbury Action Group (SMAG)**
It was agreed that as this Group had not met for some considerable time that it can only be assumed it is no longer operating.
- **Silver Group**
Cllrs V Davies, Scarsbrook & J Davies.
- **Trustee of St Edward's Hall**
Cllr Clayton.
- **Trustees of Stow on the Wold Almshouse Charity**
Cllr J Davies as a council representative & Mrs A Cox, Ms M Deacon & Mr M Curtis as non council representatives.
- **Liaison with Gloucestershire Market Towns Forum**
Cllr Moseley.
- **Stow Social Club Committee**
Cllr Clarke.
- **Stow Community Land Trust (Board Member)**
Vacant seat as no one forthcoming.
- **Snow Warden**
Cllr J Davies with the help of resident Mr B Eddolls.

10. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF COUNCIL MEETING HELD ON 29TH APRIL 2021

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

11. CLERK'S REPORT & MATTERS ARISING FROM MINUTES OF MEETING HELD ON 29TH APRIL 2021

The By Election to fill the vacant seats due to resignation of former Cllrs Deacon and Curtis will take place on 1st July 2021. Nomination packs are available from CDC and the link is also posted on the Council's website under the NEWS section.



A thank you letter from former County Cllr Nigel Moor had been received and the Clerk read it out. A thank you had also been received from Stow Community Land Trust for its grant. Clerk said that she had been able to further reduce the cost of the annual insurance premium approved at the last meeting. With further explanation in relation to the Cricket Pavilion the premium has been reduced from £2,800.72 to £2,403.34 plus an administration fee of £50. Mr Hartley had also emailed to thank the Council for giving permission for Bourton Road Runners – Juniors to use the QEII playing field for training. He also said that he would advise what the longer term plans will be once the Club know what is happening in relation to their usual training ground at the Cotswold School. The Kingfisher Trail launches on 31st May 2021 and the one sponsored by the Council has now arrived in the Library and thanks to the Manager for extending the hours of opening to coincide with this launch. The wildflower seeds have been sown at King George's and QEII playing fields. Certain maintenance is required and instructions have been passed to the grass cutting contractor who is also erecting the temporary fencing and the information boards on both sites too. Stow Matters Issue 5 will be delivered to all GL54 1 postcodes week commencing 21st June 2021. It is hoped that pandemic permitting that the Council can revert to publishing it on a quarterly basis from hereon.

12. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

Cllr Neill spoke briefly about the recent Stow Fair and said she was organising a multi agency meeting to include a representative from Mangersbury Parish Council & Stow on the Wold Town Council and a representative from the town's businesses to discuss the various issues that had occurred and will report back at the next Council Meeting. She then went on to say that the Annual Meeting of the Council had taken place in May and as mentioned previously by the Chairman she had been elected as the Chairman. There had also been some Cabinet changes in that Cllr Clive Webster had been replaced by Cllr Juliet Layton. The Leader of the Council, Cllr Joe Harris, will now take the lead with parish/town council liaison. The meeting had also discussed councillor allowances and a remuneration panel, new interim Monitoring Officer, a £1.2M grant to help the decarbonisation of the three leisure centres and Moreton Area Centre but no work will take place at Trinity Road for the moment. All works must be completed by the end of September 2021. She also spoke about the forthcoming Youth Events that will be taking place throughout the Cotswolds next week including Stow where they will run a session on King George's Playing Field. She said she had no news on the Holiday Lets Committee and spoke about the Cotswold Crowd Funding Scheme again. Chairman thanked Cllr Neill for her report.

13. POLICE REPORT

The monthly number of incident reports for both March & April 2021 had been circulated ahead of the meeting. In summary the number of incidents for March 2020 were 36 and had increased to 59 for March 2021. In relation to April 2020 where there were 43 and had decreased to 38 in April 2021. Clerk said that Inspector Simon Ellson would be attending the June 2021 Council Meeting to chat about the recent Stow Fair. However, the Inspector has made clear that he will only be able to take questions relating to the policing aspect of the Fair.

14. TO GIVE UPDATE ON TWO CASUAL VACANCIES FOLLOWING THE RESIGNATION OF FORMER COUNCILLORS ELIZABETH BELL & MARY WORKER

Clerk confirmed that she had informed CDC of the two casual vacancies and the Notice of Vacancy had been put on the noticeboard and on the council website. A member of public spoke saying was there a particular reason why so many councillors had resigned of late. Chairman responded giving the legitimate reasons why these two councillors had recently resigned.



15. TO APPROVE HATWELL'S FUN FAIR TO OPERATE FROM THE SQUARE IN JUNE 2022 AS UNABLE TO COME IN 2020/2021 DUE TO PANDEMIC
RESOLVED approved. **Motion carried.**

16. TO REVIEW AND APPROVE REGULAR DIRECT DEBIT PAYMENTS FOR YEAR ENDED 31ST MARCH 2021

Name	Description	Amount per month	Annual Cost	Frequency
Sirus Telecom	Telephones & internet	£60	£720	Monthly
Grenke	Photocopier lease	£280	£1,120	Quarterly
Lloyds Charge Card	Various costs averaged over year	£300	£3,600	Monthly
Grundon	Cemetery refuse collection	£45	£540	Monthly
Grundon	Office refuse collection	£35	£420	Monthly
PWLB	Square	£1,702	£3,404	April & October
PWLB	Cemetery	£625	£1,250	January & July
HMRC	PAYE & National Insurance	£3,025	£12,100	Quarterly
Richard Coglan Ltd	Copier charges	£20	£240	Monthly
Castle Water	Cemetery water supply	£15	£180	Quarterly

All costs are estimated and based on last year's invoices.

RESOLVED expenditure approved. **Motion carried.**

17. TO REVIEW AND APPROVE THE FOLLOWING DOCUMENTATION ALL IN RELATION TO YEAR ENDED 31ST MARCH 2021:-

- i) **Income & expenditure account**
RESOLVED approved with a closing balance of £109,066. **Motion carried.**
- ii) **Bank, cash and investment reconciliation**
RESOLVED approved with a total cash and bank balances figure of £132,551.09 **Motion carried.**
- iii) **To review and approve the explanation of variances of +/- 15% compared to previous financial year**
RESOLVED approved. **Motion carried.**
- iv) **To review and approve balance sheet for year ended 31st March 2021**
RESOLVED approved for an amount of £133,397 and was signed by the Chairman and the Responsible Financial Officer who is also the Clerk. **Motion carried.**

18. TO CONFIRM AND APPROVE ANNUAL INTERNAL AUDIT REPORT FOR 2020/2021
RESOLVED approved. **Motion carried.**

19. TO CONFIRM AND APPROVE SECTION 1 – ANNUAL GOVERNANCE STATEMENT FOR 2020/2021
RESOLVED approved. **Motion carried** and was signed by the Chairman and the Clerk.

20. TO CONFIRM AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2020/2021
RESOLVED approved. **Motion carried** and was signed by the Chairman and the Responsible Financial Officer who is also the Clerk.



- 21. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS FOR ACCOUNTS FOR YEAR ENDING 31ST MARCH 2021 COMMENCES ON 14TH JUNE TO 23RD JULY 2021**
Members noted.
- 22. TO APPROVE BANK RECONCILIATION TO 31ST APRIL 2021**
RESOLVED approved for an amount of £126,728.22. **Motion carried.**
- 23. TO REPORT BALANCES HELD IN LLOYDS FIXED BOND AND CCLA ACCOUNTS TO 31ST APRIL 2021**
Cllr Moseley confirmed that there is £50,000 in the Lloyds Fixed Bond and the balance in the CCLA account is £66,470.91.
- 24. TO APPROVE EXPENDITURE TO DATE FOR MAY 2021**
RESOLVED approved for a gross amount of £12,817.42. **Motion carried.** See Appendix 1 for details on page 289.
- 25. TO APPOINT MRS B C BOWEN TO CARRY OUT INDEPENDENT AUDIT CONSISTING OF TWO MID YEAR AND A YEAR END REVIEWS AT A COST OF £650 FOR CURRENT FINANCIAL YEAR ENDING 31ST MARCH 2022**
RESOLVED that Mr B C Bowen is appointed. **Motion carried.**
- 26. DO MEMBERS WISH TO RENEW THEIR ANNUAL MEMBERSHIP WITH FIELDS IN TRUST AT A COST OF £65?**
RESOLVED expenditure approved. **Motion carried.**
- 27. To review and discuss grant applications from the following:-**
- i) **Stow on the Wold Almshouse Charity for an amount of £1,000 to fund exterior lighting at the rear of the properties in courtyard**
RESOLVED expenditure approved. **Motion carried.**
 - ii) **Cotswold Friends for an amount of £1,000 to continue to recruit, train and support volunteers who provide services to older and vulnerable people, transportation to medical appointments, shopping, pharmacy and social opportunities and befriending visits to offer support**
RESOLVED expenditure approved. **Motion carried.**
- 28. DOES COUNCIL APPROVE THE JULY 2021 COUNCIL MEETING BEING BROUGHT FORWARD TO THURSDAY 22ND JULY 2021 INSTEAD OF 29TH JULY 2021 TO ALLOW A LOCAL ORGANISATION TO USE ST EDWARD'S HALL AS A ONE OFF SPECIAL ARRANGEMENT?**
RESOLVED all in favour. **Motion carried.**
- 29. CLERK TO GIVE NEW UPDATE ON NHS SOCIAL CARE & FRONTLINE WORKERS DAY ON 5TH JULY 2021 IN RELATION TO BELL RINGING AND ALSO TO DISCUSS OTHER ACTIVITIES THAT COUNCIL COULD PARTICIPATE IN TOO**
Clerk said she was pleased to advise that a bell ringer had been found and the bell will ring 73 times at 8 pm (a nationwide event) to represent each year in the life of the NHS. At the same time it is hoped that everyone will come out of their houses and clap at the same time. There are other activities that the town could get involved in but after discussion it was unanimously agreed as this was a Monday and therefore people will be at work and the children at school along with current uncertainty due to pandemic that the council will not organise anything further. However, the Clerk was given expenditure approval to purchase a commemorative flag which she will ask the Trustees of St Edward's Hall if it could fly on the building.



A member said that he thought that Stow Women's Institute might be organising something. Clerk said that if the members could spread the word that if any local organisations are intending to organise something that they could apply to the Council for a grant to help cover costs if appropriate.

30. TO RETROSPECTIVELY APPROVE AND ADOPT COUNCIL'S COVID 19 IN PERSON COUNCIL/COMMITTEE MEETINGS RISK ASSESSMENT
RESOLVED approved and adopted. **Motion carried.**

31. TO REVIEW AND APPROVE NEW 3 YEAR CONTRACT WITH SIRUS TELECOM FOR THE SUPPLY OF INTERNET/PHONE LINES ETC FOR OFFICE AT A COST OF £59.49 PER MONTH + VAT
RESOLVED approved. **Motion carried.**

32. DATE OF NEXT MEETING – Thursday 24th June 2021 at 7.00 pm at St Edward's Hall.

33. MEETING CLOSED at 8.28 pm.

APPENDIX 1

CHEQUES/DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
3635	Rialtas Business Solutions Limited	Annual support and maintenance fee	£172.00	£34.40	£206.40
3636	Community Heartbeat Trust	Replacement defib battery for Fisher House	£235.00	£47.00	£282.00
3637	Mrs D Rosinska	Office cleaning	£72.00		£72.00
3638	Stow Community Land Trust	Council grant	£500.00		£500.00
3639	Rotary Club North Cotswolds	Grant for Stow Primary School Drama Workshop for Year 6 pupils transition to comprehensive education	£250.00		£250.00
3640	Mr J Wise	Stow Fair car park management fee	£500.00		£500.00
3641	Mrs B C Bowen	Final review and Internal Audit Report for 2020/21	£65.00		£65.00
3642	Cottage Garden Services	Grass cutting, playground inspections & refuse collection and general horticultural work	£2,055.25	£411.05	£2,466.30



3643	Cotswold National Landscape	Scarification and broadcasting of wildflower seeds on QEII and King George's Playing Fields	£300.00		£300.00
3644	Blachere Illumination UK Limited	Over road xmas decoration lease charge	£375.60		£375.60
3645/3646	Administration		£3,212.88		£3,212.88
3647	Cotswold National Landscape	Sponsorship of 5 ft Kingfisher sculpture for Kingfisher Trail	£1,200.00		£1,200.00
3648	Came & Company	Annual insurance	£2,453.34		£2,453.34
3649	Community Heartbeat Trust	Replacement defib pads (2 off)	£98.40		£98.40
Direct Debit	Richard Coglan Limited	Copier charges for April 2021	£7.13	£1.42	£8.55
Direct Debit	Lloyds Charge Card	Postage, annual subscription to Zoom, training for councillor/clerk & mesh fencing/pins to protect wildflower planting	£553.91	£108.58	£662.49
Direct Debit	Sirus Telecom Limited	Internet/phone charges	£59.49	£11.90	£71.39
Direct Debit	Grundon Waste Management Ltd	Cemetery refuse	£45.35	£9.07	£54.42
Direct Debit	Grundon Waste Management Ltd	Office refuse	£32.21	£6.44	£38.65
TOTALS			£12,187.56	£629.86	£12,817.42

Signed
Chairman of Council

Date