



**MINUTES OF STOW ON THE WOLD MONTHLY COUNCIL MEETING HELD
ON THURSDAY 30TH MAY 2024 AT STOW YOUTH CENTRE, FOSSEWAY,
STOW ON THE WOLD GL54 1DW AT 7.00 PM**

PRESENT: Cllrs B Eddolls (Chairman), J Scarsbrook (Vice Chairman), S Clarke, J Davies, V Davies, V Goddard, J Piper, A Tighe, A White and S Winter

ALSO IN ATTENDANCE: Ms E Sajewicz, Deputy Clerk of Council and 2 members of the public

1. (a) **TO ELECT A CHAIRMAN TO HOLD OFFICE UNTIL MAY 2025**
RESOLVED that Cllr Eddolls is elected Chairman. **Motion carried.**
- (b) **FOR NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Eddolls signed the Declaration of Acceptance of Office.
2. (a) **TO ELECT A VICE CHAIRMAN TO HOLD OFFICE UNTIL MAY 2025**
RESOLVED that Cllr Scarsbrook is elected Vice Chairman. **Motion carried.**
- (b) **FOR NEWLY ELECTED VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
Cllr Scarsbrook signed the Declaration of Acceptance of Office.
3. **APOLOGIES FOR ABSENCE**
Cllr M Stracey.
4. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**
Members were reminded to declare any interests that may arise during the meeting.
5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **QUESTIONS FROM MEMBERS OF THE PUBLIC**
Members of the public were given the opportunity to speak at the appropriate time during the course of the meeting.
7. **TO APPOINT MEMBERS TO COUNCIL COMMITTEES**
RESOLVED that the following members are appointed to the following committees. **Motion carried.**

Planning, Traffic & Parking	Parks & Square	Burial Board	Finance & General Purpose	Staffing Committee
Jenny Scarsbrook	Jenny Scarsbrook	Alison Tighe	Ben Eddolls	Jo Davies
Janet Piper	Alison Tighe	Val Davies	Janet Piper	Alison Tighe
Val Goddard	Simon Clarke	Jenny Scarsbrook	Merlyn Stracey	Alun White
Merlyn Stracey	Jo Davies	Merlyn Stracey	Sophie Woods	Janet Piper
Simon Clarke	Val Davies	Jo Davies	Val Goddard	
Alun White	Sophie Woods			
	Alun White			



8. TO APPOINT REPRESENTATIVES TO THE FOLLOWING:

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

- **NEIGHBOURHOOD PLAN STEERING GROUP**

- a) **TO APPOINT COUNCIL REPRESENTATIVES TO THE GROUP**

- Cllrs A White, J Scarsbrook, J Piper and S Woods.

- b) **TO ELECT A CHAIRMAN**

- RESOLVED** that Cllr A White would remain elected Chairman. **Motion carried.**

- **CLLR NEILL'S INFORMAL STOW FAIR GROUP AND THE SAFETY ADVISORY GROUP (SAG)**

- Cllrs J Scarsbrook, J Davies and A Tighe

- **CLIMATE EMERGENCY WORKING PARTY**

- Cllrs B Eddolls, A White, J Piper, J Davies & A Tighe

- **TRUSTEE OF ST EDWARD'S HALL**

- Cllr J Piper

- **TRUSTEES OF STOW ON THE WOLD ALMSHOUSE CHARITY (4)**

- Cllr J Piper as Council representative, Mrs A Buffery to remain a non-council representative and noted that there are two vacant positions for Council nominated trustees.

- **LIAISON WITH GLOUCESTERSHIRE MARKET TOWNS FORUM**

- Cllr B Eddolls

- **STOW SOCIAL CLUB COMMITTEE**

- Cllr J Davies

- **STOW COMMUNITY LAND TRUST**

- Cllr J Piper

- **SNOW WARDEN**

- Cllr S Woods

9. MINUTES – TO SIGN AS A CORRECT RECORD THE MINUTES OF COUNCIL MEETING HELD ON 25TH APRIL 2024

The Secretary of Stow Community Land Trust was present and asked for a correction to the minutes at item 11. He said the piece of land that had been offered to the CLT had not been offered “on a long lease,” and asked that those words be changed to “freehold, and the CLT would let it on a long lease to a housing association”.

RESOLVED that subject to the above amendment, the Chairman should sign the minutes as a true and accurate record. **Motion carried.**

10. CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF COUNCIL MEETING HELD ON 25TH APRIL 2024

The claim from a resident for boots damaged on the Cricket Field was not resolved at the last meeting because none of the proposals received a majority. In order not to prolong this matter it was dealt with by the Clerk based on advice received. A goodwill gesture payment was made and the matter has been closed.

The Community Payback Team have changed their Stow sessions to Saturdays and/or Sundays, and this seems to be working well.



Council has been in touch with BT to request that the three telephone boxes in the town be repainted. BT have advised that the telephone box painting season is Apr-Oct and that they might be able to fit us in towards the end, otherwise it will be next year. In the meantime they said they would clean the boxes this week.

Council has received a request from the Battlefields Trust about the possibility of installing an information board about the Battle of Stow. Their preferred location is on the grass just south of the Fountain, close to the footpath. If that is not supported their next preferred location would be by the exit to the long-stay public car park adjacent to Tesco. They are asking for Council's views on the location before they contact the heritage team at CDC. This will be on the agenda for the next Parks & Square Committee meeting. Comments are welcome via the office in the meantime.

The programme for the Beacon Lighting event on Thursday 6th June was read out.

11. POLICE REPORT

The Police report had been circulated to all members and is available on Council's website under NEWS.

12. REPORT FROM COUNTY CLLR MARK MACKENZIE-CHARRINGTON, COTSWOLD DIVISION

Cllr MacKenzie-Charrington's report had been circulated to all members and placed on Council's website under NEWS. Cllr MacKenzie-Charrington was not present and had sent his apologies.

13. REPORT FROM WARD DISTRICT CLLR DILYS NEILL

Cllr Neill's had written a report but it was not available due to email problems.

14. TO RECEIVE AN UPDATE ON THE COMMUNITY LAND TRUST FROM NIGEL MOOR, CHAIRMAN OF TRUSTEES

Mr Moor gave an update saying the CLT has been offered a strip of land adjacent to the Bayhill development, which backs on to the properties on Griffin Close. Once the purchase is complete, the CLT will be able to go to CDC Planning. The CLT is looking at a mix of 1, 2 and 3 bedroom homes and has the help of design and planning consultants, Pegasus. There will be a fundraising exercise and there are specialist funders that CLTs can approach. Possible start date for the work could potentially be late 2025 or 2026. The CLT would welcome ideas and suggestions on community engagement.

15. TO NOTE THAT COUNCIL HAS BEEN AWARDED £1500 FROM THE TESCO STRONGER STARTS TOKENS SCHEME THAT RAN EARLIER THIS YEAR, TO BE PUT TOWARDS THE COST OF RENEWING AND EXTENDING THE PAVED AREA OUTSIDE THE CRICKET PAVILION

Members noted. The work is scheduled to start on 17th June.

16. TO NOTE THAT COUNCIL WILL RECEIVE £323 PROCEEDS FROM HORSE FAIR PARKING ON KING GEORGE'S FIELD

Members noted, and the Clerk was asked to convey Council's thanks to the Rotary Club members involved for a fantastic job.

17. TO REQUEST THAT ANY HORSE FAIR RELATED ISSUES THAT ARE NOT POLICE MATTERS BE REPORTED TO THE DEPUTY CLERK SO THEY CAN BE COLLATED FOR RAISING WITH THE AGENCIES CONCERNED

Members noted. Car park opening time and signage for car park closure were identified.

18. TO REVIEW AND APPROVE REGULAR DIRECT DEBIT PAYMENTS FOR THE YEAR ENDED 31ST MARCH 2025



Name	Description	Net amount per month	Annual cost	Frequency
Sirus Telecom	Telephones & internet	£84	£1,010	Monthly
Grenke	Photocopier lease	£280	£1,120	Quarterly
Lloyds Charge Card	Various costs averaged over year	£500	£6,000	Monthly
Grundon	Cemetery & office refuse collections	£120	£1,440	Monthly
PWLB	Square loan	£1,702	£3,404	April & October
PWLB	Cemetery loan	£625	£1,250	January & July
HMRC	PAYE & National Insurance	£3,250	£13,000	Quarterly
Richard Coglan Ltd	Copier Hire	£47	£564	Monthly
Richard Coglan Ltd	Copier charges	£40	£480	Monthly
EON	Cricket Pavilion electricity	£20	£240	Monthly
Castle Water	Cemetery & allotments water supply	£200	£800	Quarterly

All costs are either based on last year's figures or estimated when exact amount unknown at this juncture

RESOLVED expenditure approved. **Motion carried.**

19. TO REVIEW AND ADOPT COUNCIL SUPPORTING STATEMENT FOR THE YEAR ENDED 31ST MARCH 2025 INCLUDING ASSET REGISTER

RESOLVED to approve and adopt. **Motion carried.**

20. TO REVIEW AND APPROVE THE FOLLOWING DOCUMENTATION ALL IN RELATION TO YEAR ENDED 31ST MARCH 2024:

- i) **INCOME & EXPENDITURE ACCOUNT**
- ii) **BANK, CASH AND INVESTMENT RECONCILIATION**
- iii) **TO REVIEW AND APPROVE THE EXPLANATION OF VARIANCES OF +/- 15% COMPARED TO PREVIOUS FINANCIAL YEAR**
- iv) **BALANCE SHEET WHICH WHEN APPROVED TO BE SIGNED BY THE CHAIRMAN AND RESPONSIBLE FINANCIAL OFFICER**

RESOLVED to approve. **Motion carried.**

21. TO CONFIRM AND APPROVE ANNUAL INTERNAL AUDIT REPORT FOR 2023/2024

RESOLVED to confirm and approve. **Motion carried.**

22. TO CONFIRM AND APPROVE SECTION 1 – ANNUAL GOVERNANCE STATEMENT FOR 2023/2024

RESOLVED to confirm and approve Section 1 – Annual Governance Statement for 2023/24. **Motion carried.**

23. TO CONFIRM AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2023/2024

RESOLVED to confirm and approve Section 2 – Accounting Statements 2023/2024. **Motion carried.**

24. TO NOTE THAT THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS FOR ACCOUNTS FOR YEAR ENDING 31ST MARCH 2024 WILL COMMENCE ON 1ST JULY AND END ON 9TH AUGUST 2024

Members noted.



- 25. TO APPROVE BANK RECONCILIATION TO 1ST MAY 2024**
RESOLVED approved an amount of £160,670.47 when all outstanding cheques had been drawn.
Motion carried.
- 26. TO REPORT BALANCE HELD IN CCLA ACCOUNT TO 30TH APRIL 2024**
Members noted that there was £268,479.22 in the account.
- 27. TO APPROVE EXPENDITURE TO DATE FOR MAY 2024**
RESOLVED expenditure approved for a gross amount of £8,283.26. For details see Appendix 1 on page 457. **Motion carried.**
- 28. TO CONFIRM IF COUNCIL WISHES TO APPOINT MRS B C BOWEN TO CARRY OUT INDEPENDENT INTERNAL AUDIT CONSISTING OF TWO MID YEAR AND A YEAR END REVIEWS AT A COST OF £750 FOR CURRENT FINANCIAL YEAR ENDING 31ST MARCH 2025**
RESOLVED to confirm appointment of Mrs Bowen. **Motion carried.**
- 29. TO RECEIVE BRIEF REPORTS FROM THE CHAIRMAN OF EACH OF THE FOLLOWING COMMITTEES:**
- a) BURIAL BOARD**
Cllr Tighe said that a Burial Board meeting was scheduled for 12th June and would discuss Church Walk and hard standing near the North Door. Some Burial Board members had carried out a cemetery clean-up earlier today.
 - b) FINANCE & GENERAL PURPOSE COMMITTEE**
Nothing to report. An in-house internal audit will be scheduled for later this month.
 - c) PARKS & SQUARE COMMITTEE**
Cllr Tighe reported that the D-Day Beacon Lighting event on 6th June was the main topic for the committee. Its next meeting would be held on 12th June.
 - d) PLANNING, TRAFFIC & PARKING COMMITTEE**
Cllr Scarsbrook reported that the GCC parking strategy review was under way and a partial closure of the A429 would be starting on 3rd June.
 - e) NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**
No progress was expected until after the general election.
 - f) STAFFING COMMITTEE**
Five candidates had been interviewed for the Clerk's role and an offer had been made.
- 30. REPORT BY ANY MEMBERS WHO HAVE HAD A MEETING OR ATTENDED ANY EVENT ON BEHALF OF COUNCIL**
Cllr J Davies said the Social Club was going well and was keen to re-register the building as an Asset of Community Value.
Cllr Piper had attended a meeting of St Edward's Hall trustees. She said the hall had good bookings and would be renovating the ladies loos.
Cllr Piper had attended her first meeting of the Almshouse Charity, and had visited one of the houses. She said the almshouses were a terrific asset to the town.
Cllr Eddolls said he had represented Council at the Annual Town Meeting.
- 31. DATE OF NEXT MEETING – Thursday 27th June 2024 at 7.00 pm in Stow Youth Centre.**



32. MEETING CLOSED at 8.02 pm

Signed Chairman of Council

Date

APPENDIX 1

Number	Name	Description	Net	VAT	Gross
4205	Stow on the Wold Community Land Trust	Grant towards running costs and advertising	£1,500.00	£0.00	£1,500.00
4206	Cottage Garden Services	Grass cutting, play park inspections, March	£1,243.00	£248.60	£1,491.60
4207	Private resident	Wellington boots	£87.00	£0.00	£87.00
4208	B&W Hire	Toilet hire for Beacon Lighting	£310.00	£62.00	£372.00
4209	S H Dixon	Beacon lighting bugler	£65.00	£0.00	£65.00
4210	Cottage Garden Services	Grass cutting, play park inspections, April	£2,038.00	£407.60	£2,445.60
4211	Techtonic IT	Remote monitoring, Microsoft subscription, June	£110.30	£22.06	£132.36
4212	Administration		£1,212.28	£0.00	£1,212.28
4213	Shaw & Sons Ltd	Official Council Attendance Register (16 yrs)	£285.00	£57.00	£342.00
4214	L Salleh	Office Cleaning	£56.00	£0.00	£56.00
4215	B C Bowen	Internal audit fee	£110.00	£0.00	£110.00
DD	Richard coglan	copier charges	£69.91	£13.99	£83.90
DD	Richard coglan	copier charges	£77.67	£15.54	£93.21
DD	NEST	May pension contributions	£55.38	£0.00	£55.38
DD	Sirus	Telephone & broadband	£83.72	£16.74	£100.46
DD	Grundon	Office bin collection	£41.03	£8.21	£49.24
DD	Grundon	Cemetery bin collection	£56.15	£11.23	£67.38
DD	Eon	Pavilion electricity	£18.90	£0.95	£19.85
TOTALS			£7,419.34	£863.92	£8,283.26