

Maugersbury Parish Council

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Annual Parish Council Meeting Stow Youth Centre, Fosse Way, Stow on the Wold, Monday 13th May 2019

DRAFT MINUTES

Present: Cllr R Fisher (Chair), Cllr M Lutman, Cllr A Root, Cllr H Totham, Cllr R Warmington, and Liz Sajewicz (Clerk).

In attendance: District Cllr D Neill and 15 members of public.

Preliminary: Cllr Fisher acknowledged the three outgoing councillors and thanked them on behalf of council and residents for their contribution and hard work for the parish, noting Cllr Russell's 20+ years as a member in particular, and valuable contributions from Cllr Bartlett and Cllr Webb. A vote of thanks was proposed and endorsed by all present.

Cllr Fisher explained the time constraint requiring this meeting to be held shortly after elections. Because of the full agenda, the Annual Parish Meeting would be held on a separate date to be decided at this meeting.

1. **Election of Chairman:** Cllr Fisher was elected Chairman to hold office until the 2020 annual council meeting (proposed Cllr Warmington, seconded Cllr Totham, all in favour).
2. **Election of Vice-Chairman:** It was unanimously agreed to defer the election of a Vice-Chairman until the next council meeting.
3. **Apologies:** Apologies were accepted from Mrs B Russell, Ms J Dereham, Mr D Brown, and Police.
4. **Declarations of Interest:** It was noted that councillors must declare any personal or prejudicial interests in items on the agenda and councillors with prejudicial interests must leave the room at the relevant time.
5. **Areas of responsibility, including the roles of RFO and Internal Auditor**
 - a) The following roles and responsibilities were allocated and unanimously agreed:
 - Planning role – Cllr Totham (proposed Cllr Fisher, seconded Cllr Warmington)
 - Finance and Internal Auditor role – Cllr Warmington (proposed Cllr Fisher, seconded Cllr Root)
 - Parish Environment role – Cllr Lutman and Cllr Root to share role (proposed Cllr Fisher, seconded Cllr Totham)
 - RFO – Clerk (proposed Cllr Fisher, seconded Cllr Warmington)
 - b) It was unanimously agreed to appoint Iain Selkirk to be the Independent Internal Auditor for 2019/20 (proposed Cllr Fisher, seconded Cllr Root)
6. **Programme of meetings for the year:** The following meeting dates were confirmed (all 6.30pm start):
 - Monday 2nd September 2019
 - Monday 2nd December 2019
 - Monday 2nd March 2020
7. **Audit:** It was noted that the independent auditor's audit for the year ended 31 March 2019 had been carried out during the previous week but the signed auditor's report had not yet been received. It was unanimously agreed that it would be considered at another meeting of council to be held on Friday 7th June, together with agenda items 8-12.
8. **Financial Summary:** Approval of the accounts and bank reconciliation for the year ended 31 March 2019 – deferred until the meeting on 7th June.

9. **Annual Governance and Accountability Return for year ended 31 March 2019:** To confirm and approve Section 1 – Annual Governance Statement – deferred until meeting on 7th June
10. **Annual Governance and Accountability Return for year ended 31 March 2019:** To confirm and approve Section 2 – Annual Accounting Statements – deferred until meeting on 7th June
11. **Period for the exercise of public rights for accounts for year ended 31 March 2019:** To note the period when members of the public may inspect the accounts- deferred until meeting on 7th June.
12. **Exemption from requirement to submit Annual Governance and Accountability Return to external auditor:**
 - a) To confirm that council meets the exemption criteria for 2018/19 and wishes to be an exempt authority, not subject to a limited assurance review, for that year.
 - b) To sign the Certificate of Exemption.

Deferred until meeting on 7th June.
13. **Minutes:** The minutes of the Parish Council meeting held on 4th March 2019 were confirmed as an accurate record (proposed Cllr Totham, seconded Cllr Fisher, three abstentions from voting) and were signed by the Chairman.
14. **Matters Arising:** There were no matters not covered on the agenda.
15. **Gypsy gathering:** Chairman invited views on last week's event. General feeling was that it had been relatively quiet but the build-up had started earlier. Other issues raised were coaches turning in the village at the weekend because "car park closed" signs were not in place; animal welfare issues and lack of response from RSPCA; lack of Police presence on the days leading up to the fair; sale of BB guns; lack of toilets; business closures causing disappointment to visitors and impact on local economy; on Friday after the fair the car park re-opened late. The tidy-up was well done. There was a feeling that residents were being ignored and requests for SMAG to be revived and the Silver Group to meet well in advance of every event (at least 2-3 weeks before). There were requests for details of the management plan that had been agreed between the agencies, and details of the injunction obtained by CDC including the reasons for it, and any information about the legal right they relied on to hold the fair. Cllr Neill said a member of the new CDC cabinet would have responsibility for the Gypsy fair. She said CDC's view was that the event was winding down. Residents disagreed saying recent events had been steady in terms of numbers but had been starting earlier. Cllr Neill said she would pass on these concerns and request a Silver Group meeting including Police, RSPCA, Highways and Fire Service. She also undertook to track down the basis for the injunction.

Post meeting note: Mrs Russell has kindly provided this report:

Report on Stow Fair May 9th 2019

The Gypsies arrived Sat 4th May. By Wed 8th May there were 46 caravans more than last May. On the Fair day 9th May it was poorly attended, very few stalls on the Oddington side, but more horses being sold.

I counted on Thursday:

Stalls 45, used to be 200

Caravans 46

Shops open 58

More shops were open than usual, pubs and hotels closed except for residents and with a back door entrance for locals.

On Monday 6th May The Bell had to close at 9pm allegedly due to noisy drunk Gypsies. (One of our guests was dining at The Bell and gave this information.)

16. Parish Environment

- a) **Highways works, Lengthsman projects and other works in the parish.** Council would like to foster an environment where the community can be involved. Chairman said the recent very successful litter pick and David Brown's work cutting and repairing verges showed that residents were keen. He thanked everyone who took part in the litter pick and verge work. Cllr Lutman and Cllr Root were looking at the work list and

considering how they can both contribute given the tasks. They hoped to report back to the meeting on 7th June. The Residents' Association was keen to liaise with councillors about how it could contribute.

- b) **Defibrillator.** Chairman thanked former Cllr Webb for kindly agreeing to continue looking after the defibrillator.
- c) **Telephone kiosk.** Mr Golby said the kiosk had been painted and he was now trying to source window panes. Council and residents acknowledged Mr Golby's generosity and said the kiosk was already looking good with its new paintwork.
- d) **Village Fund** – not discussed.

17. Planning

a) **Current planning applications**

19/00945/FUL – The Cottage, Mangersbury – Rear timber frame orangery, loft conversion with front gable and rear dormer windows. Cllr Totham explained that an application had been made between meetings and the council did not object. The application had now been amended and MPC was being consulted on the amended proposal. It was agreed to make the point that there was insufficient parking and no room for overspill.

b) **Decision notices noted:**

19/01010/LBC - Willow Barn - Replacement door and glazed screen. Council had not objected and the application had been permitted.

Cllr Neill left the meeting with apologies.

18. Finance

- a) It was resolved to allow current bank account signatories to remain signatories, even if they were not councillors after the election, until such time as a new bank mandate could be put in place, to ensure that bills and salaries could be paid. Proposed Cllr Root, seconded Cllr Fisher, all in favour.
- b) It was resolved that, in the absence of a continuing internal auditor, proposed payments on the May 2019 payment schedule be checked and approved by Cllr Fisher, and two additional signatories then sign the cheques. Proposed Cllr Warmington, seconded Cllr Root, all in favour.
- c) Payments were approved as per the payment schedule: D Talbot verge strimming £85.00, Stow Town Council cemetery maintenance £480.00, Youth Club venue hire £10.00, Community First insurance premium £198.90, Clerk salary £335.00, Clerk reimbursement of mileage and postage stamps £23.16. Income for the period was VAT refund £119.29 and Precept first instalment £2550.00

19. Correspondence for information: Clerk reported that Mr Talbot had advised that price per strim would increase to £100 this year. GCC Highways local manager Rhodri Grey had requested a list of tasks in the parish for the lengthsman and said he would aim to programme tasks to be done within 3 months of receiving requests.

20. Set date for Annual Parish Meeting: Friday 7th June 2019, starting at 6.00pm. *Post meeting note: Church Rooms venue confirmed.*

21. Date of next meeting: Friday 7th June 2019, following the Annual Parish Meeting.

22. Meeting closed: At 7.30pm.

Signed: _____

Chairman

Date: _____