

# Maugersbury Parish Council

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## Parish Council Meeting Held on Monday 5 June 2023 (started at 7.12pm following the Annual Parish Meeting) At Stow Youth Centre, Fosseway, Stow on the Wold, GL54 1DW

### MINUTES

**Present:** Cllrs R Boyens (Chairman), H Totham and R Warmington

**In attendance:** Ms E Sajewicz (Clerk), County Cllr M MacKenzie-Charrington, Ward District Cllr D Neill and 18 members of the public

1. **Election of Chairman:** Cllr Boyens was elected Chairman of Council to hold office until the 2024 Annual Council Meeting. The Declaration and Acceptance of Office was signed by Cllr Boyens.
2. **Election of Vice-Chairman:** It was agreed to defer election of a vice-chairman.
3. **To confirm that all Council members have signed new Declarations of Acceptance of Office:** Confirmed.
4. **Co-option of new member: To co-opt Victoria Jepson on to Council to fill one of two casual vacancies, and her Declaration of Acceptance of Office to be signed.**  
It was unanimously agreed to co-opt Ms Victoria Jepson on to Council with immediate effect. Ms Jepson had been called away and was not able to sign her Acceptance of Office at the time.  
It was noted that one vacancy remained to be filled by co-option, and residents were encouraged to consider putting themselves forward.
5. **Allocation of Council roles**
  - a) It was agreed to allocate roles within the Council as follows:  
Cllrs Boyens and Jepson – Gypsy Fair  
Cllr Totham – Planning  
Cllr Warmington – Internal Audit, Finance and Broadband  
Environment portfolio – to be shared,  
and confirmed that role-holders will hold office until the 2024 annual parish council meeting.  
A vote of thanks was proposed and endorsed by all present to outgoing Cllrs Mark Lutman and Antony Root for the fantastic job they had done over the last four years.
  - b) It was agreed to appoint Mr Iain Selkirk as Independent Internal Auditor for 2023/24.
  - c) It was agreed to appoint Mr Graham Golby as Council's representative on Stow on the Wold Town Council's Burial Board for 2023/24, and he was thanked for his willingness to continue in the role.
  - d) It was agreed to re-appoint Mrs Janet Bartlett as the Parish Snow Warden and Mr Paul Bartlett as the Snow Plough Operator for 2023/24, and they were thanked for their willingness to continue in the roles.
6. **Apologies:** None
7. **Declarations of interest:** Members were reminded to declare any or prejudicial interests in items on the agenda. (Councillors with prejudicial interests must leave the meeting at the relevant time.) Cllr Totham said she had an interest in item 19(a)(i).
8. **Audit**  
Copies of the independent internal audit reports for the year ended 31 March 2023 had been circulated to members. The reports were received and noted.
9. **Financial Summary**  
Accounts and bank reconciliation for the year ended 31 March 2023 had been circulated to members and were approved.

- 10. Annual Governance and Accountability Return for year ended 31 March 2023: To confirm and approve Section 1 – Annual Governance Statement**  
“Section 1 – Annual Governance Statement” was confirmed and approved for signing.
- 11. Annual Governance and Accountability Return for year ended 31 March 2023: To confirm and approve Section 2 – Annual Accounting Statements**  
“Section 2 – Annual Accounting Statements” were confirmed and approved for signing.
- 12. Period for the exercise of public rights for accounts for year ended 31 March 2023**  
Noted that the period when members of the public could inspect the accounts would commence on 12 June 2023 and end on 21 July 2023. Anyone wishing to do so should contact the clerk.
- 13. Certificate of exemption from requirement to submit Annual Governance and Accountability Return to external auditor**  
Approved and confirmed that Council certifies that during financial year 2022/23 the higher of the Council’s gross income for the year or gross expenditure for the year did not exceed £25,000.
- 14. Minutes of previous meeting**
  - a) The minutes of the Parish Council meeting held on 22 September 2022 (previously inquired to approve) had been circulated and were confirmed as an accurate record and approved to be signed by the Chairman.
  - b) The minutes of the Parish Council meeting held on 19 December 2022 (previously inquired to approve) had been circulated and were confirmed as an accurate record and approved to be signed by the Chairman.
  - c) The minutes of the Parish Council meeting held on 13 March 2023 were confirmed as an accurate record and approved to be signed by the Chairman.
- 15. County Councillor’s report (Cllr MacKenzie-Charrington)**  
Cllr MacKenzie-Charrington had given his report to the preceding Annual Parish Meeting. He offered to take any questions. None were forthcoming. He confirmed he had noted the comments about the Pound Lane junction situation. Cllr MacKenzie-Charrington was thanked for his report and for attending the meeting.
- 16. District Councillor’s report (Cllr Neill)**  
Cllr Neill had given her report to the preceding Annual Parish Meeting. She said she would draft a list of questions and comments about the horse fair and asked for any input ahead of the meeting on 22<sup>nd</sup> June so she could speak to the relevant officer about it beforehand. Cllr Neill was thanked for her report and for attending the meeting.  
  
Mr Golby spoke to pass on a request from Stow Town Council’s Burial Board that Mangersbury Parish Council look at increasing the amount of its annual contribution to cemetery and churchyard maintenance. This was noted and would be placed on the agenda for the next meeting.
- 17. Gypsy gathering – To receive an update on the May gypsy gathering**  
Covered during the preceding Annual Parish Meeting.
- 18. Parish environment**
  - a) Pound Lane junction**  
Covered during the preceding Annual Parish Meeting. Cllr MacKenzie-Charrington said he was on the case.
  - b) Highways works, lengthsman projects and any other work in the parish**  
It was noted that potholes in the lane from Dower House had been reported to GCC Highways.
  - c) Proposed memorial bench/plaque**  
Chairman reported that the plaque had been fixed to the bench on the Arch Road to everyone’s satisfaction.

## 19. Planning

### a) To consider current planning applications

- i. **23/01132/FUL – Parsley House, Mangersbury** – Erection of single storey rear extension and installation of 2no. dormers to front/side elevation  
Cllr Totham declared an interest as holder of a covenant over the property, and left the meeting for the duration of the item.  
A resident asked about a pillar that had been removed and was assured by another resident that it would be put back as it originally was on completion of the work. Members agreed that MPC would submit comments of No objection.
- ii. **23/01513/FUL – Land to north of Oddington Road adjacent to King Georges Field, Stow-on-the-Wold** – Exception site for 37 affordable homes (22 rented and 15 shared ownership)  
A resident said the fields between Stow and the sewage farm regularly suffer from sewage flooding and they are food-producing fields.  
Cllr Totham said she had asked the planning officer how the affordable housing would be allocated and how it would be owned and managed.  
It was noted that there were pros and cons to the proposal. MPC would welcome residents' views. Residents were also encouraged to comment directly. *Post meeting update: No further comments were received. MPC submitted general comments noting the pros and cons that should be considered.*

### b) To note decision notices received for the following planning applications:

Applica-tion	Address	Description	MPC Comment	CDC Decision
22/04007/LBC	Sycamore Barn Mangersbury	Alteration and realignment to existing stone garden wall	Support	Refuse
22/04415/FUL	Carmel, Wyck Hill	Replacement Dwelling and Associated Works (Revised Scheme - 21/02975/FUL)	General comments about new design	Permit
23/00400/CLEUD	Upsilon House, The Crescent	Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for use of land as residential garden ancillary to Upsilon House	N/A	Permit
23/00847/FUL	Tesco, Moreton Road, Stow on the Wold	Erection of single storey extension to the supermarket to provide additional sales area, including car park alterations, extension to customer pick-up bay and provision of new landscaping	N/A	Permit

### c) To receive update from Cllr Neill about caravans at Spring Bank

Cllr Neill said there had been a change of officers but she was continuing to pursue it. It was noted that enforcement cases were time-critical because of the possibility the unlawful use could become lawful if allowed to continue for long enough.

## 20. Finance

- a) **To resolve to allow current bank account signatories to remain signatories, even if they are not councillors after the election, until such time as a new bank mandate can be put in place, to ensure that bills and salaries can be paid**  
Resolved to allow. Motion carried.
- b) **To approve direct debits/standing orders**  
It was noted there was one direct debit of £35 a year to the Information Commissioner's Office, and no standing orders. Resolved to approve. Motion carried.
- c) **To approve payments as per the payment schedule**

Payments were approved as per the payment schedule: Stow Town Council cemetery maintenance contribution £480.00; M Penfold grasscutting £210.00; R Boyens - reimburse hamper, and lights for telephone box £194.98; I Selkirk independent audit fee £105.00; Community First insurance premium 159.23; E Sajewicz clerk's salary £444.20 HMRC PAYE on salary £86.20; Centre 67 Youth Club hall hire £10.00. It was noted there were receipts of £3,550.60 in the period.

**21. Community Infrastructure Levy (CIL)**

- a) To note that CIL funds received by Council during 2022/23 of £385 were not fully spent, and that the required annual CIL report had been sent to CDC and published on Council's website.  
Noted.
- b) To note that Council has £209.54 of CIL funds to be spent within 5 years.  
Noted. It was agreed to use the funds to pay for another community training session on Cardiac Arrest and Defibrillator Use to be arranged for June/July 2024.

**Questions/items for next meeting**

- Clerk to ascertain status of Cllr Jepson's co-option in her absence. *Post meeting update: Co-option is valid and membership of Council commences on signing a Declaration of Acceptance of Office.*
- A resident asked MPC to support suggested improvements to a verge on the Burford Road to make it suitable for walking. Details to be circulated and item will be on agenda for next meeting.
- A resident's comments about a verge in the parish will be checked with reference to the verge maintenance policy, along with the verge adjacent to the surgery.

**22. Date of next meeting**

Monday 18<sup>th</sup> September 2023.

Meeting closed at 8.00pm.

Signed by Chairman: \_\_\_\_\_ Date: \_\_\_\_\_