



**Minutes of the meeting of COUNCIL**  
**7<sup>th</sup> November 2022 at 7.30pm**  
St Laurence Church Hall, the Shambles, Stroud

**Present**

Cllrs Shyam Ananthan, Geoffrey Andrews, Liz Child, Kevin Cranston, Tony Davey, Laurie Davies (from item 3), Mike Elliott (from item 3), Mick Fealty (from item 3), Susan Fenton, Mark Graham, Rob Green, Camilla Hale, Adrian Oldman, Stella Parkes (Chair), Lucas Schoemaker, Naomi Seffar and Megan Sheer (from item 3),

**In attendance**

Helen Bojaniwska (Town Clerk), Marianne Sweet (STC Communications), Gloucestershire County Councillor David Drew

**Absent**

None

**1. Apologies for absence**

No apologies were received.

**2. Declarations of interest or requests for dispensations**

No interests were declared. There were no requests for dispensations.

**3. Co-option of a Councillor for Farmhill and Paganhill Ward**

Two candidates had applied for the vacancy. Shyam Ananthan presented her application and answered questions from councillors. Dr Rosalind Savage had been unable to attend, so the Clerk read out her application. A ballot was held and Shyam Ananthan was duly **co-opted** and signed her Declaration of Acceptance of Office.

**4. Additional declarations of interest or requests for dispensations**

No additional interests were declared. There were no requests for dispensations.

**5. Election to fill vacancies on Committees**

Cllr Mike Elliott was **elected** to join the Consultations and Highways Committee.

There were no candidates for a vacancy on the Finance and Policy Committee. Cllr Ananthan was encouraged to attend meetings of committees to assess which ones she might like to join in future.

**6. Approval of Minutes**

The minutes of the Council meeting on 26<sup>th</sup> September 2022 were **approved** by the members present and signed by the Chair.

**7. Mayor's remarks**

The Mayor reported that she had attended the AGMs of Marah and Citizens Advice, a Sea Cadets presentation event and the opening of the Stroud Book Festival.

She was looking forward to attending Active Bystander training with staff and councillors over the coming weeks.

On 11<sup>th</sup> November the Mayor would be presenting a poppy wreath for GWR's Poppies to Paddington event.

## **8. Questions from members of the public**

No questions were received.

## **9. Reports from District and County Councillors**

Gloucestershire County Councillor David Drew reported that Highways were investigating potential safety improvements on the A46 at Salmon Springs following a recent fatality. He had visited the Severn Trent drainage project and noted that it was a huge challenge, requiring the relocation of many utilities. He encouraged councillors to put themselves forward for local school governor vacancies. It was noted that Gloucestershire County Council were due to debate proposals relating to the provision of warm spaces – Cllr Drew would be calling on the Council to make funding easily available to organisations and to support volunteers. He was concerned that County Children's Services were still struggling. He was due to visit the 111 call centre.

Cllr Oldman raised a concern about highways work on Stratford Road. Cllr Drew noted that the County Council have very few powers to control work on the road by statutory undertakers and reported that unusually hard ground had delayed this project.

Cllr Davey raised a concern about the slow progress of Highways work on replacement traffic lights, which had required traffic lights for unnecessarily long periods.

Stroud District Cllr Schoemaker reported that good progress was being made on support for residents facing the cost-of-living crisis, which related well to the Council's health and wellbeing strategy. He further reported that: the Council were facing staffing challenges and having to use temporary staff to provide cover; the Council had blocked proposals to put forward a site as a potential Investment Zone; a new Enforcement Officer had been appointed; an additional investment of £1m for the canal project was under consideration and 250 Ukrainian families had arrived in the District.

Stroud District Cllr Davies reported that she is now on the District Council's Strategy and Resources Committee. She had recently visited Chapel Street with Cllr Schoemaker and recognised that the area requires investment. She was dealing with lots of casework from residents in Slade ward, and noted that a recent report had identified that the ward produces the highest number of Food Bank referrals locally. It was noted that consultation work on the regeneration of the Nouncells Cross area would be happening.

**Action:** circulate Food Bank report

## **10. Clerks report**

The Clerk's written report was noted. The Clerk reported that the national pay award had now been announced and would be applied to the November payroll, with the increases backdated to April.

## **11. Approval of payments**

Payments from August and September 2022 as shown in **Appendix 1** were **approved**.

## **12. Letter from External Auditor**

A letter from PKF Littlejohn LLP confirming the completion of the limited assurance review for the year ended 31 March 2022 was noted.

## **13. Notice of the Conclusion of the Council's Audit for 2021-22**

A notice of the Conclusion of the Council's Audit was **approved** for publication.

**Action:** publish notice (Clerk)

## **14. External Auditor's Report**

It was noted that the External Auditor's Report for 2021-22 confirmed that on the basis of their review, the information provided in the Council's Annual Governance and Accountability Return was in accordance with Proper Practices and that no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

The Council thanked the financial administration staff for their diligence in maintaining good practice.

## **15. Appointment of internal auditor**

It was **agreed** to appoint Gloucestershire Association of Parish and Town Council to complete the annual internal audit.

**Action:** book internal audit (Clerk)

## **16. DLUHC Consultation on LGPS Climate Risk Reporting**

It was **agreed** to delegate to the Clerk in consultation with the Chair of the Finance and Policy Working Group, the response to the Consultation in line with the Council's commitment to carbon neutrality. Councillors were invited to read the consultation documents and submit any comments to the Clerk.

**Action:** submit response (Clerk)

## **17. Consultation on draft Stroud District Council Town and Parish Charter**

Councillors welcomed the new protocol, but requested that Stroud District Council and parish and town councils make sure that all of their staff, and any consultants working for them on public consultations, are made aware of, and required to comply with the Charter. Councillors reported that they would also appreciate reports back on any consultations they have attended.

**Action:** report requests about Charter to Stroud District Council (Clerk)

## **18. Appointment of representative on the Stroud Tourism Steering Group**

Cllr Davey reported that Stroud District Council had advised that they would prefer representatives to be Council officers rather than Councillors. It was **agreed** that initially the Project Officer should attend meetings and then transfer this role to the new Communications and Engagement when appointment.

**Action:** confirm appointment to Stroud District Council (Clerk)

## 19. Civility and Respect Pledge

It was **resolved** to sign the Civility and Respect Pledge promoted by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales.

The Council **approved** the following statements:

Stroud Town Council pledges that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

The Personnel Committee was **delegated** to consider the addition of a specific Dignity at Work policy to the Council's Personnel Handbook, although it was noted that much of the likely content was already covered.

**Actions:** submit pledge and draft Dignity at Work policy (Clerk)

## 20. Daisy Bank Play Equipment renewal

Following a tender process and as recommended by the Environment Working Group it was **resolved** to award a contract for the replacement of play equipment at the Daisy Bank Play Area to Eibe at a cost of £35,922 plus VAT, plus a provisional sum of £2,000 for any minor additions to be agreed with the Friends of Daisy Bank who had agreed to contribute to the cost of the project, alongside a s106 contribution.

**Action:** confirm contract and consult with Friends of Daisy Bank (Clerk)

## 21. Complaint to solicitor regarding a contractual matter

The Clerk reported that the solicitor had responded to the Council's complaint denying any responsibility for the Council's additional costs. It was felt that the solicitor had not properly understood or investigated the complaint, so it was **agreed** to go back to them explaining the independent advice previously received, and if the response is not positive refer the matter to the Ombudsman.

**Action:** write to solicitor/ombudsman (Clerk)

## 22. Working Group reports

The following reports, previously circulated, were received.

Community	3 <sup>rd</sup> October 2022
Consultations & Highways:	28 <sup>th</sup> September 2022 and 17 <sup>th</sup> October 2022
Environment:	27 <sup>th</sup> September 2022
Regeneration:	6 <sup>th</sup> October 2022

The meeting ended at 9.15pm

Chair.....

Date.....

## Appendix 1 Payments August and September 2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/08/2022	Water Plus - cemetery	3924	£9.11	Purchase Ledger DDR
01/08/2022	Water Plus - Thanet House	1632	£12.00	Purchase Ledger DDR
01/08/2022	Water Plus - Libbys Drive	867	£13.40	Purchase Ledger DDR
01/08/2022	SDC	DD	£622.00	SDC Rates 58a-b
01/08/2022	Pound Farm Shop and Plant	8726	£45.00	Plants
04/08/2022	Waitrose & Partners	2292	£0.90	SNJ newspaper
05/08/2022	Land Registry	3620	£6.00	Title register and plan
05/08/2022	The Plastic Card Factory	7080	£25.19	ID cards
08/08/2022	Allstar Business Solutions Ltd	2367	£288.43	Fuel
09/08/2022	C&G Services(Europe) LTD	9968	£630.00	First aid training x12 staff
09/08/2022	CONSORTIUM	4534	£61.78	Labels hand towel
09/08/2022	Countrywide Grounds	5667	£1,158.00	Ground Maintenance
09/08/2022	eCycle UK	2557	£3,401.99	Bike and accessories
09/08/2022	ERMIN PLANT LTD	1109	£13.91	Gloves
09/08/2022	Hailey Wood Sawmill Ltd	43	£37.80	Stakes and rails
09/08/2022	JAMES & OWEN LTD	8598	£98.73	Stationery office supplies
09/08/2022	MIW Water Cooler Experts	1286	£150.00	Sanitisation water
09/08/2022	Nadja Gajadharsingh	139	£88.00	Bid writing LUF for Sub
09/08/2022	THE NATIONAL SOCIETY OF	2022	£66.00	Membership renewal
09/08/2022	Pipercom Ltd	1219	£711.47	IT services
09/08/2022	PKF Littlejohn LLP	518	£1,920.00	Review of AGAR
09/08/2022	Rialtas Business Solutions Ltd	9985	£240.00	Remote Training Session
09/08/2022	The Royal Agricultural	4948	£470.00	Wood chipper training
09/08/2022	Rural Services Partnership Ltd	135	£116.40	Membership
09/08/2022	Shaw & Sons Limited	6043	£251.94	Scroll for JM
09/08/2022	SLCC Enterprises Ltd	6928	£60.00	Non-Visible Disabilities
09/08/2022	Smiths (Gloucester) Ltd	5759	£18.60	Rubbish and recycling
09/08/2022	Stroud Alarms Fire and	114	£407.88	Annual Maintenance
09/08/2022	Stroud Parish Churches	1391	£10.00	Hire St Laurence
09/08/2022	Thirsty Work Ltd.	8332	£41.10	Bottled Water
09/08/2022	Travis Perkins Trading Co Ltd.	927	£9.75	Ballast
09/08/2022	Travis Perkins Trading Co Ltd.	231	£16.24	Combination lock
09/08/2022	T.W.HAWKINS & SONS	2017	£215.66	Contract mowing Uplands
11/08/2022	PASS Ltd	4156	£107.40	Recalibration PAT tester
12/08/2022	Meaco Picture Framers	129	£123.00	Frame for JM cert
15/08/2022	SDC	DDR	£1,068.00	SDC Rates cemetery and
15/08/2022	Payroll	DD	£18,904.17	Payroll Aug
15/08/2022	NHBS Ltd	5781	£42.00	British wildlife subscription
17/08/2022	Amazon EU	4597	£133.67	Personal security alarms
17/08/2022	Land Registry	6956	£6.00	Title register and plan
19/08/2022	Renault Finance	AUG22	£30.00	Battery hire for Renault
22/08/2022	Ecotricity - Libbys Drive 1014	1291	£183.07	Electricity
22/08/2022	Ecotricity - Thanet 10153686	1615	£99.97	Electricity
22/08/2022	Ecotricity - Gas Thanet	789	£26.85	Gas
22/08/2022	SDC	DD	£624.00	SDC Rates office
22/08/2022	Amazon EU	5110	£370.00	Personal security alarms
23/08/2022	J S Whittaker T/A Colors	600	£1,200.00	Summer planting and
23/08/2022	CONSORTIUM	3133	£112.89	Credit invoice SI0095130

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
23/08/2022	Craftology	314	£244.65	Vinyl Rolls & Printing
23/08/2022	Damselfly Communications	822	£2,340.00	Media consultancy
23/08/2022	DENIS BROWN & SON	2340	£70.37	Stakes and poles
23/08/2022	Down to Earth Stroud	722	£489.60	Gardening Assistance Jul
23/08/2022	Hatched Coaching	78	£250.00	Coaching Sessions
23/08/2022	JAMES & OWEN LTD	7521	£106.13	Stationary
23/08/2022	SLCC Enterprises Ltd	9486	£126.00	Credit overpayment
23/08/2022	Travis Perkins Trading Co Ltd.	3758	£158.00	Gutter
23/08/2022	HMRC	BACS	£5,810.90	HMRC PAYE/NIC Aug
23/08/2022	LGPS	BACS	£6,152.64	LGPS Pensions Aug
23/08/2022	Trainline.com Ltd	5585	£70.69	Train tickets
23/08/2022	Midcounties Co-operative	2308CO	£5.00	Coffee
23/08/2022	Halfords plc	2308HA	£22.57	Coolant bulb and
24/08/2022	Ecotricity - Thanet 10152716	CORRECT	£23.81	Purchase Ledger DDR
24/08/2022	Ecotricity	DD	-£23.81	E030 Correction
24/08/2022	Ecotricity - Thanet 10152716	CORRECT	-£23.81	Purchase Ledger DDR
24/08/2022	Ecotricity	DD	£23.81	E030 - Correction
24/08/2022	Lister Unified	6485	£103.08	Mobile phone
26/08/2022	EE Ltd	7693	£39.12	Mobile phone charges
26/08/2022	TeamGantt	gz9m	£26.11	Monthly subscription
30/08/2022	Konica Minolta Business	160	£136.22	Photocopier
30/08/2022	Master Cobblers	3861	£35.00	Plaque and engraving
30/08/2022	Squarespace Ireland Ltd	2022	£180.00	STCAN website
31/08/2022	Ecotricity - Thanet 10152716	ON ACC	£28.81	Purchase Ledger DDR
31/08/2022	Meadowmania - MAS Seeds	1595	£33.95	Seeds
31/08/2022	WOODARD	BACS	£109.00	Event toilet at Uplands
01/09/2022	Water Plus - cemetery	3924	£9.11	Purchase Ledger DDR
01/09/2022	Water Plus - Thanet House	1632	£12.00	Purchase Ledger DDR
01/09/2022	Water Plus - Libbys Drive	867	£13.40	Purchase Ledger DDR
01/09/2022	SDC	DD	£624.00	SDC rates
06/09/2022	Mr A.S. Clayton T/As Alpha	6215	£58.80	Lock on bank gardens shed
06/09/2022	Avelec Solutions Ltd	768	£471.90	Service hearing loop
06/09/2022	ERMIN PLANT LTD	5245	£62.12	Site materials
06/09/2022	ERMIN PLANT LTD	5246	£43.82	Site materials
06/09/2022	Eternal Pictures	501	£300.00	A0 banner design
06/09/2022	HHGL Limited	342	£45.50	Site materials
06/09/2022	Pipercom Ltd	1265	£703.09	IT services
06/09/2022	Precision	604	£169.00	Winding servicing Sims
06/09/2022	Rialtas Business Solutions Ltd	6126	£999.60	Annual support and
06/09/2022	Rialtas Business Solutions Ltd	6127	£70.80	Making tax digital for VAT
06/09/2022	Smiths (Gloucester) Ltd	6465	£18.60	Mixed recycling
06/09/2022	Thirsty Work Ltd	8763	£50.70	Bottled water
06/09/2022	Travis Perkins Trading Co Ltd.	x092	£47.71	Site materials
06/09/2022	Tudor (UK) Ltd t/a Tudor	3993	£255.23	Various
06/09/2022	Value Products Ltd	9192	£34.27	No dogs sign
06/09/2022	REDACTED	BACS	£20.00	Carole Child portalo
06/09/2022	Hailey Wood Sawmill Ltd	93	£652.08	Oak planed and chamfered
06/09/2022	GM8 Group - Rainwater	CARD CW	£59.99	Rain space diverter
06/09/2022	Waitrose & Partners	5494	£9.50	Cleaning supplies
07/09/2022	Allstar Business Solutions Ltd	2252	£101.03	Fuel

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
07/09/2022	PWLB	DD	£7,742.53	PWLB
08/09/2022	Viking	6240	£54.47	Chairmat
09/09/2022	SGW Payroll Ltd.	6936	£63.30	Payroll month 5
09/09/2022	Royal Images	3762	£92.40	Photogrphic print
12/09/2022	The Lily Pad Florist	9498	£85.00	Flowers for HM
12/09/2022	Stroud Bookshop	2992	£29.99	Books
13/09/2022	Polybags Ltd	841	£211.61	Refuse bags
15/09/2022	SDC	DD	£1,068.00	SDC Rates
15/09/2022	Payroll	DD	£18,858.13	Payroll Sept
15/09/2022	Tesco	CD 8247	£62.00	Batteries and charger
16/09/2022	12-reg Ltd	3181	£20.39	Goldenvalleyroute.net
20/09/2022	Renault Finance	5152	£30.00	Renault battery hire
20/09/2022	Chris' Shed	CD8427	£12.50	SD Card Reader
21/09/2022	Ecotricity - Gas Thanet	2233	£29.06	Gas
21/09/2022	Ecotricity - Thanet 10152716	2565	£34.84	Electricity
21/09/2022	Ecotricity - Thanet 10153686	2991	£611.40	Electricity
21/09/2022	Wilko	CD0128	£7.00	Air freshner and markers
22/09/2022	Anderson Parslow Ltd	1713	£6,720.00	Survey MEP drawings and
22/09/2022	BrightHR England	4879	£362.88	Provision of services
22/09/2022	Down to Earth Stroud	822	£220.80	Gardening assistance Aug
22/09/2022	JAMES & OWEN LTD	8667	£12.24	Stationery
22/09/2022	MDA Consulting Ltd	721	£3,030.00	Consultancy services
22/09/2022	Nailsworth Garden	6711	£43.00	Saw chain
22/09/2022	NatureSpy	9678	£489.94	Wildlife camera
22/09/2022	Premier Paper Group Ltd	8993	£238.20	A4 paper
22/09/2022	Principal Hygiene	3431	£90.00	Feminine hygiene unit
22/09/2022	Somerset County Council	2035	£75.60	Nox tubes analysis
22/09/2022	Konica Minolta Business	9213/9947	£61.80	Photocopier
22/09/2022	SDC	DD	£624.00	SDC Rates
26/09/2022	HMRC	BACS	£5,810.90	HMRC PAY/NIC month 6
26/09/2022	Lister Unified	7554	£102.32	Mobile phone
26/09/2022	EE Ltd	5178	£46.60	Mobile phones
26/09/2022	TeamGantt	CARD PAYT	£28.18	Monthly subscription
26/09/2022	CURRENT/DEPOSIT ACCOUNT	TEAMGANTT	£28.18	Cashbook transfer - card
27/09/2022	Forestry England	2941	£154.00	Staff training Westonbirt
28/09/2022	Little Ginger Deli	CARD PAYT	£127.50	Picnic lunches - Away Day
29/09/2022	Cash	BACS	£242.54	Top up petty cash
30/09/2022	SGW Payroll Ltd.	8721	£63.30	Payroll month 6