

# **Bourton-on-the-Water Parish Council**

## **Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 5<sup>th</sup> July 2023 in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), Cllrs A Davis, B Hadley, J Jowitt, L Launchbury, M Macklin, M Samuel, J Wareing, L Wilkins arrived for item 23/103, & B Wragge.

**In Attendance:** Linda Morrison Allsopp (Locum Clerk),

**Members of Public:** Village Warden, Locum Minute Secretary and the Candidate for co-option,

**Public Session:** Village Warden reported that double yellow lines have faded in Victoria Street and visitors are parking on them. Suggestion that he raise this in Fix My Street. It is on the list for lining. There are barriers around two canted slabs outside the Willows. This issue was raised 18 months ago with GCC Highways and again more recently but still no action. It is ASB awareness week for the police and the warden is going out with them on Saturday 8<sup>th</sup> July. However, this is during the day rather than the evening when most ASB occurs. Community Fun Day planned for Saturday 14<sup>th</sup> of October and looking for activity suggestions. Since the venue is Parish Council owned land it will need copies of Risk Assessments and Insurance certificates.

**Police Report:** No report available

**County Cllr Paul Hodgkinson:** Gave his apologies for this evening but reports that he will be meeting the Deputy Area Highways Manager in the coming weeks and will raise TRO matters. An email from a Parishioner regarding Moore Road traffic is on the agenda for the next Highways Committee Meeting. He said that as the NHS celebrates its 75th birthday the service faces many challenges. It is important that we retain and if possible enhance the range of services at Moreton Hospital. Cllr Davis recommended greater use by Parishioners of the Outpatient Department at the Bourton clinic as it is underutilised.

**District Cllr Len Wilkins (Bourton Vale):** Not available at the start of the meeting.

**District Cllr Jon Wareing (Bourton Village):** The CDC Overview and Scrutiny Committee will next meet on Tuesday 11<sup>th</sup> July. Pulhams Coaches are off the table for the provision of extra coach parking. They are looking to increase their own bus services and will need the parking. He will investigate why Recycling collection was a day late in some parts of village. Where a collection is missed it should be left out for collection the following day.

**23/084 Apologies for absence:** Cllrs S Coventry, L Hicks & County Cllr Paul Hodgkinson.  
Cllr Len Wilkins apologised for his late arrival.

**23/085 Declarations of Interest:** None

**23/086 Approval of the draft minutes:**

1. 7<sup>th</sup> June 2023 Parish Council Meeting.

Minutes were agreed as a correct record with unanimous approval from all who attended the meeting.

2. 28<sup>th</sup> June 2023 Extraordinary Parish Council Meeting.

Minutes were agreed as a correct record with unanimous approval from all who attended the meeting.

**23/087 Matters Arising:** Consider matters arising for items not on the agenda:

1. Land transfer of Rye Crescent play area. Deferred to the next meeting.
2. CCLA updated signatories. Deferred to the next meeting.
3. Unity Trust – new website. Council noted.
4. Meeting with CDC's Community Partnership Officer on Neighbourhood Plans. – Scheduled for Thursday 6<sup>th</sup> July. There will be a panel of three lead officers and Parish Councillors in an open meeting.

5. Insurance claim monies from contractor vehicle accident at Jubilee Orchard. Council noted the monies were received on the 9<sup>th</sup> of June 2023.
6. Farmers' Market: Response received from Council's insurers BHIB on the 15<sup>th</sup> of June was that the Parish Council would be covered in respect of the liability of the land but must ensure that the independent organisations involved have their own Public Liability insurance in place. Council unanimously approved these measures in principle.

**23/088 Clerk's Report:** The Locum Clerk asked Council to note the Assistant Clerk's agreed holiday leave from the 16<sup>th</sup>-23<sup>rd</sup> July and compassionate leave on the 31<sup>st</sup> of July. The office will be closed on those dates. The Caretaker also has agreed medical leave on the 6<sup>th</sup> of July.

**23/089 Co-Option of Parish Councillor:**

**The co-option of Sarita Tapper as a Parish Councillor was confirmed.** She signed the Declaration of Acceptance of Office form, which was witnessed by the Chair, Cllr Tapper joined the meeting. Her Register of Interest Form must be submitted, via the Parish Clerk, to be received by the District Council Monitoring Officer within twenty-eight days of taking office.

**23/090 Planning Committee:** There were no issues raised from the meeting of 14<sup>th</sup> June.

**23/091 Village Environment Committee:** The Minutes will not be available until the end of the week. **The Committee having resolved to have a Christmas Tree Working Group. Cllr Hadley confirmed the date of the first meeting as the 19<sup>th</sup> of July at 10.00 for half an hour.**

**23/092 Youth & Wellbeing Committee:** The next meeting is on Monday 10<sup>th</sup> July at 6.30pm.

Rye Crescent play area refurbishment working group:

- (a) To approve set up of working group to report to YWC. The 25<sup>th</sup> of July set for a meeting of four councillors with a Parishioner who is offering their professional expertise.

**The proposal to set up the working group was approved.**

- (b) **The Working Group will report to the Youth & Wellbeing Committee.**

**23/093 GMCC Committee:** Council noted the next meeting is now 6.30pm on Thursday 27<sup>th</sup> July.

1. Guttering Repairs (Paper 1):

- (a) To note item 1 at £380 + VAT has been passed to hirer's insurer for reimbursement. Signed discharge form to be sent to hirer's insurers along with invoice for confirmed full amount of £630 which includes £250 to repair damage to label moulding. Council noted.

- (b) To consider item 2 reattachment of cast iron hoppers at £580 + VAT. NB other items to be considered by GMCC Committee. This was identified as requiring urgent attention during the survey on health & safety grounds as they're no longer securely attached to the building.

**Proposal that cast iron hoppers quote at £580 + VAT be agreed. After establishing that this was within financial limits the proposal was approved.**

2. Ladies' Toilet Blockage/Leak: To approve quote from AG Wakefield to strip down flush box, install new fittings and refit toilet with new pan connector to drain outlet at £280. Additional investigations to be completed in respect of cause of blockage, costs tbc.

**Acceptance of quote was approved unanimously by Council.**

3. To note additional costs for repointing of Salmonsbury Room gable end. The total cost was £40 more than the approved figure because the contractor replaced an additional broken stone on the library wall and treated the gable end with an extra coat of sealant. Three other building repairs were completed without charge.

**The payment of the £40 in excess of the original quote was approved unanimously.**

4. To consider a request from Gloucestershire Libraries to use the Windrush Room or Salmonsbury Room on four dates in August & September to support the Library Challenge for children aged 3-12 years (Paper 2). The rooms are available on each of the suggested dates/times. Cllr Davis spoke in favour and the **proposal for Gloucestershire Libraries not to be charged for room bookings was approved unanimously.**

**23/094 Highways Committee** There were no issues raised from the meeting of 19<sup>th</sup> June.

**23/095 Finance:**

1. Consider and approve the schedule of payments up to 5<sup>th</sup> July 2023 (Paper 3a). **The schedule of payments was approved unanimously, with Cllrs Hadley and Roberts appointed as signatories.**
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. None.
3. To note the bank reconciliation dated 30<sup>th</sup> June (Paper 3b), the Summary Report (Paper 3c), Financial Forecast to 5<sup>th</sup> July (Paper 3d) and Reserves Report (Paper 3e). **Noted, but should be recognise that it is an Income and Expenditure not Receipts and Payments system.**
4. Digibus Grant Application (Papers 4a & b): To consider request for a small grant of £1,000 following additional information received. **Information required by the Parish Council is that the Digibus has a different user group to organisations already supported by it. Cllr Davis to action.**

**23/096 Village Green Hire (Paper 5):** To approve request from Bourton Panto Group. Request for 19<sup>th</sup> August only which is currently available. **Councillors approved with one abstention.**

**23/097 Parish Council Logo (Paper 6):** To review updated design and agree amendments or approve. To be used mainly for digital purposes such as website & social media. Also, for letterheads & meeting papers if appropriate. Single bridge design is very similar to Bakery on the Water. **After debate decided on 6c as the logo with both colour and black and white agreed unanimously by Council.**  
**Introduce it to the public as produced by Council at no charge to Council Taxpayer.**

**23/098 GAPTC Training for Cllr Launchbury:** To approve attendance at New Councillor Toolkit Training at a cost of £35. **Approved by all but Cllr Launchbury, who declared an interest.**

**23/099 Assets of Community Value:** To approve a proposal by Cllr Davis to create a list of Assets of Community Value within the parish boundary. These are Parish Assets not the assets owned by the Parish Council. A case needs to be made to CDC that an asset such as the High Street is seen by the Parish as an Asset of Community Value. **Council approved in principle, by a majority.**

**23/100 SSEN Resilient Community Fund (Paper 7):** To review terms of new grant and agree on any project submission for action prior to 31<sup>st</sup> July deadline. Council could apply for a generator, but would need a proposal written up. **Agreed that Cllr Hadley will write a proposal and circulate.** This is the last year of this fund. It will continue with an Environmental target and Council should consider this as a future funding source.

**23/101 Cotswolds AONB Caring for the Cotswold Grant Funding (Paper 8):** To review terms of new grant and consider suitable projects for submission by deadline of 29<sup>th</sup> September.  
**Councillors to consider this and for it to be added to the Village Environment Committee agenda.**

**23/102 Health & Safety Policy (Paper 9):** To approve updated document, for signature by the Chairman. **Policy should refer to the Legionella Policy. Approved unanimously with that amendment.**

Cllr Len L Wilkins joined the meeting at 20.15

**23/103 Parish Office Opening Hours (Paper 10):** The proposal approved at the Extraordinary meeting of 28<sup>th</sup> of June, reported to residents and implemented. **New Office Opening Hours noted.**

**23/104 Parish-Online Mapping Software:** To approve the Assistant Clerk's request to contact CDC and GCC to request that their asset mapping information is made available to view on BoWPC web site. For ease of identifying ownership of assets other than those of the Parish Council. **Unanimous approval in principle. Assistant Clerk to check if any costs are involved.**

**23/105 Office Chair for the Clerk (Paper 11):** To approve purchase of chair from directofficesupply.co.uk at £254.10 + VAT. To note that a purchase agreed in a previous financial year was not progressed. **To be purchased in the Clerk's absence if approved so that it's already in place for her return. Approval unanimously agreed.**

**23/106 Manor Field Car Park:** To receive an update following a meeting with the owner's representatives on 4<sup>th</sup> July. The Open Evening explained the plans by the owners to potentially double the number of days the car park is open.

**23/107 Correspondence:** None.

**23/108 Items to Note:** Matters for information only.

Cllr Wragge - Monday 10th July - Dementia Awareness course in the Library. Another session planned for September. Flyer on Parish Council Facebook page.

Cllr Davis reported on the Cotswold Health and Wellbeing Group AGM. Dementia and Loan Sharks was a main topic. However, it is actually more likely that someone known to a vulnerable person will extort money from them, rather than a 'scammer'. Dementia training at Level 2 is available.

Note: night closure of the junction of Rissington Road and High Street in August

Dropbox problems should be referred to the IT Sub Committee.

The fund-raising event for the RNLI, held on the Village Green, was very successful.

Short-term Lets proposal being progressed. Cllr L Launchbury raised a point that Covenants on local houses could perhaps be used to restrict sales for domestic occupation only and not commercial use such as AirB&B.

Recommendation to look at the Rural Funding Digest.

**23/109 Next Meeting:** 7pm on Wednesday 2<sup>nd</sup> August 2023 in the Windrush Room, The George Moore Community Centre.

Meeting closed at 20.39.