

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

## **Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 6<sup>th</sup> March 2024 in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), Cllrs A Davis, L Hicks, B Hadley, L Launchbury, M Macklin, M Samuel, S Tapper, J Wareing, L Wilkins, B Wragge.

**In Attendance:** Sharon Henley, Clerk. PCSO John Allen.

**Members of Public:** 56

### **Public Session**

Representations were made by residents and representatives of local businesses and the following issues were raised:

- There was a query on the source of the visitor statistics and concern over sentiments raised in Paper 11b. The Chairman advised that this was not a Parish Council paper but had been received as Correspondence and had since been withdrawn by the Clerk.
- Alleged non declaration of pecuniary interests by Parish Councillors at meetings. (The speaker was advised to contact CDC's Monitoring Officer).
- Details were requested and given on the Parish Council project, funded by the Tourist Levy, for regeneration of the pavement area by the Cheltenham bus stop in the High Street.
- The current coach parking discussions in Bourton and how the outcome may affect businesses.
- The recent incident when a coach knocked over a petrol pump giving rise to safety concerns.
- The case for and against restricting coaches from the centre of the village was made.
- The business community had offered £15,000 for a coach parking area on the industrial estate which confirmed that they recognised the value of coaches.
- It was queried whether it would be justifiable for funds to be used for Traffic Regulation Orders with the local authority (in their opinion) being months away from administration.
- Potential future use of the Cotswold School to have an all-weather sports facility, should grant funding be made available. This could alleviate use of the top field and make space for buses and coaches.
- A public consultation was requested prior to any new coach prohibitions being put into place.

The Chairman made a statement about coach parking and confirmed that the Parish Council was considering the safety of all who use the village. The Parish Council had limited powers and finance and could only make recommendations to higher authorities. The Council was neither pro-business nor pro-residents but would be looking for the best solution for the community as a whole. He clarified that there was already a prohibition from coaches entering the High Street and they should not enter at Lansdowne, Post Office corner, the top of Moore Road or Sherborne Street.

### **Police Report, PCSO John Allen** see report in Dropbox [Police Report](#)

There were 17 recorded crimes between 5<sup>th</sup> February and 5<sup>th</sup> March. Residents were urged to continue with security measures as there were still instances of break-ins and rural crime. The next Police Information Point would be held 10-11am on 13<sup>th</sup> March at the George Moore Community Centre. Crime prevention and security advice would be available at the Mobile Police Station at the Co-Op between 10am and 2pm on 26<sup>th</sup> March.

**County Cllr P Hodgkinson** sent his apologies and there was no report.

### **District Cllr J Wareing (Bourton Village)**

The Overview and Scrutiny Committee created a working group on sewage which was in crisis in the district. The licence extension application from Hawkstone Brewery had been withdrawn following concerns raised about potential noise pollution.

Cllr Wareing highlighted that coaches and cars were not the only means of arriving in Bourton and there should be more use of buses and trains and possibly a park and ride scheme which would reduce vehicle movements in the village.

### **District Cllr L Wilkins (Bourton Vale)**

Cllr Wilkins had nothing to add following Cllr Wareing's report.

**23/502 Apologies for absence:** Cllrs S Coventry, J Jowitt, County Cllr P Hodgkinson, Steve Cotton Village Warden.

**23/503 Declarations of Interest:** Cllrs Samuel and Tapper declared a pecuniary interest in item 23/517 coach parking. Cllr Samuel declared a pecuniary interest in 23/516 which was his application for the Council to provide a loan laptop. Cllr Roberts declared an interest in 23/526 as he knows the landowner. Council RESOLVED to move item 23/517 to this point in the agenda for the benefits of the members of public present.

Cllrs Samuel and Tapper left the meeting during item 23/517.

**23/504 Approval of the draft minutes** of 7<sup>th</sup> February Parish Council Meeting. Council RESOLVED to approve the minutes with the following amendment: Clerk's Report 23/476(4) Gloucestershire Tree Wardens to be amended to Cotswold Tree Wardens.

**23/505 Matters Arising:** There were none.

**23/506 Clerk's Report:**

- Anne Johns would be taking over from Dan Tiffney as Local Highway Manager – East, GCC from 1<sup>st</sup> April. Cllr Wilkins to invite Anne to attend the Public Meeting.
- CDC Car Parking Strategy Review meeting 13<sup>th</sup> June at 11am. The Parking Manager confirmed that the aims and objectives of the meeting were to listen and capture feedback from Parish Councillors to feed into CDC's Parking Strategy.
- Dyno Rod had been called to the GMCC under Clerk's delegated authority to an external blockage in the drains near the ladies' toilets.
- £96+VAT has been spent on play grade bark from Travis Perkins for Melville under clerk's delegated authority to maintain recommended levels of surfacing in the play areas.
- The internal audit was booked with Liz Dowie via GAPTC on Monday 25<sup>th</sup> March.

**23/507 Planning Committee:**

1. To discuss/vote on any issues raised at the meeting held on 28<sup>th</sup> February. No items were raised.

**23/508 Village Environment Committee**

1. To discuss/vote on any issues raised at the meetings held on 14<sup>th</sup> February. No additional items were raised.
2. Memorial Repairs in Churchyard & Cemetery (Papers 1a&b): To approve recommendation from the Committee to instruct Memsafe to carry out repairs following safety testing at £2,617. To be funded by Contingency. Council RESOLVED to accept the quote.

**23/509 Youth & Wellbeing Committee**

1. To discuss/vote on any issues raised at the meeting held on 26<sup>th</sup> February. No additional items were raised.
2. New Youth Club provider (Paper 2): To approve for Stow Active Sports to provide weekly Youth Club sessions for up to 50 children up to a maximum cost of £9,000 for 2024-25. Grant funding of £10,000 is being sought for additional provision. An open afternoon to be held on 3<sup>rd</sup> April with the first session on 10<sup>th</sup> April. The Baden Powell Hall to be booked for weekly sessions, including the school holidays with 3 weeks holiday over the year. The full year of dates were to be confirmed by the Youth Club provider. Other providers had been approached but no other quotes could be obtained. Council RESOLVED to accept the quote and proposed arrangements.
3. To instruct the Committee Clerk to proceed with applications for CDC Crowd Funding for the Rye Crescent play equipment £10k match funding. In addition, the Committee Clerk to apply for grant funding for the National Lottery and Heritage Lottery Funds to supply and install recreation equipment at Rye Crescent play area. Council RESOLVED that grant funding should be sought as proposed.

**23/510 GMCC Committee**

1. Back-up generator (Paper 3): To review a quote for 2no. back-up generator sockets and agree further actions in respect of SSEN Resilient Communities Fund grant offer. The quote from ER Electrical Services would provide a back-up infrastructure to allow for a generator hook up to the rear of the building at £9,280 + VAT. Information was provided on hire of a back-up generator which would require up to a 24-hour lead time.  
SSEN advised that they would consider an amendment to the original project but the funds must be drawn down by 31<sup>st</sup> March. Council RESOLVED to ask SSEN for a project amendment, draw down the

grant funds and arrange for the works as quoted. The Clerk to thank the grant funders for their flexibility in this matter.

### **23/511 Highways Committee**

1. To discuss/vote on any issues raised at the meeting held on 28<sup>th</sup> February. No additional items were raised.
2. Additional parking enforcement hours (Paper 4): To approve quote for additional hours at £18,985.98. To note £9,000 available in 2024-25 budget and £9,214 from Tourist Levy. Balance of £771.98 to be funded from Contingency in 2024/25. It was noted that the figures had been reported incorrectly at the Highways Committee meeting. Council RESOLVED to accept the quote from Gloucestershire County Council and draw down the funds as proposed.

### **23/512 Finance**

1. To consider and approve the schedule of payments up to 6<sup>th</sup> March 2024 (Paper 5a). See Appendix 1. Council RESOLVED to approve all payments.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques and it was RESOLVED that BACS payments should be ratified by Cllrs Roberts and Hadley.
3. To note the bank reconciliation dated 29<sup>th</sup> February 2024 (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 6<sup>th</sup> March (Paper 5d), Accounts Overview (Paper 5e) and Reserves Report (Paper 5f). Council noted the papers and no matters were raised.
4. Earmarked Reserves:
  - (a) To approve set-up of a new reserve for Churchyard & Cemetery Maintenance. The Clerk/RFO recommended that Council build up a small reserve for unscheduled repair of dry-stone walls, memorials etc.  
Council RESOLVED that the new earmarked reserve should be set up. VEC Committee to make recommendations for transfer of funds from General Reserves.
  - (b) To approve recommendation from VEC Committee to transfer £390 from the 2023-24 budget to above EMR to fund planned grave levelling. Council RESOLVED that this transfer should be made to fund works planned early in the new financial year.
  - (c) To review funds available in 2023-24 Contingency budget for transfer to Tree earmarked reserve. The Clerk/RFO recommended that no funds were transferred as, although some Cost Centres were in credit, the balance in the overall budget for 2023-24 was low. This was noted by Council.

### **23/513 Governance & Policy documents:** The following updated documents were reviewed:

1. Code of Conduct (Paper 6a): Council RESOLVED to approve the updated draft document.
2. Asset Registers:
  - a. To approve list of items for write-off (Paper 6b). Council RESOLVED to approve the list.
  - b. To approve updated Asset Register (Paper 6c). The Clerk/RFO advised that the value of land had been updated to reflect additional information in the Public Asset Register. Therefore, the Value of Assets figure on the Annual Governance and Accountability Return at year end would need to be shown as 'restated'. Council RESOLVED to approve the updated register and the restated value of assets at 31<sup>st</sup> March 2024 to be £796,369.33.
  - c. To approve updated Public Asset Register (Paper 6d). Council RESOLVED to approve the updated register.

**23/514 Tourist Levy:** The Clerk/RFO advised that £10,274.23 had been received from CDC to fund projects as agreed. This included 50% of original figure quoted for additional hours parking enforcement at £9,214, although the quote had later been increased creating a shortfall. A total of £65,274 was received for 2023-24 and held in an earmarked reserve.

Councillors to meet at 5pm on Wednesday 13th March in the Salmonsbury Room to draft a list of potential Tourist Levy projects for 2024-25 for approval at the April Council meeting. Following that, the CDC officer to be emailed with a paragraph of information about each project to be included in the public consultation.

**23/515 Village Green Hire:** No requests received.

### **23/516 IT and Computers**

1. **Loan of laptop – to consider request from Cllr Samuel (Paper 7):** Following a declaration of pecuniary interest, Cllr Samuel left the meeting. The proposal was to purchase a loan laptop from the IT Loan Equipment EMR as per quote from Imaginative Solutions. Council previously approved a policy to purchase loan laptops for councillors at item 23/171 in November and created an earmarked reserve of £3,000 at item 23/194 in November.

Imaginative Solutions quoted £60 to provide a recommendation on suitable equipment to be purchased by the Parish Council, £60 to set up the machine and approx. £500-550 to purchase. Imaginative Solutions to continue to offer ongoing support services for the Council's IT equipment. Following discussion, Council RESOLVED to approve a maximum sum of £700 for the purchase. Cllr Samuel to sign to confirm receipt of the loan equipment in due course.

Cllr Samuel rejoined the meeting at this point.

### **23/517 Coach Parking, pick-up and drop-off:**

1. To note any updates received from outside agencies.

A representative of Pulhams Coaches updated by email following his approach to the owners of the old Co-Op site to enquire about using the site as a temporary coach pick-up/drop off. The site owners hoped to be in a position to advise on a decision early next week.

An email had been received from Sir Geoffrey Clifton-Brown following his site meeting with stakeholders in the village on 4<sup>th</sup> March. The email contained various suggested solutions to coach parking and also proposed a meeting with Sir Geoffrey, the Parish Council, GCC, CDC, County and District Councillors to help to find a solution. The Clerk had responded with information previously supplied by GCC on the various options he suggested.

2. Resolution proposed by Cllrs J Wareing, L Wilkins, A Davis and L Hicks on Coaches and Public Safety (Paper 8). Proposals were as follows:

#### ***Coaches and Public Safety***

*1. In the absence of any managed provision for coach parking, and in the interests of the health and safety of residents and visitors, and to improve traffic flow for all, Parish Council accepts the need to act without further delay to restrict coaches from central routes in Bourton-on-the-Water, by way of Traffic Regulation Order(s).*

*2. Restrictions will not include public service buses including school transport, the Robin, Community Connexions and other existing regular transport to be agreed, for example Harrington House, sports and social clubs for example sporting teams travel, Guiding and Scouting trips, and so on.*

*3. Restrictions will apply*

*3.1 from the northwest, from A429 Fosseway*

- *into Lansdowne and High Street*
- *into Station Road.*

*Entry onto Bourton Industrial Park from the Fosseway will not be restricted*

*3.2 from the southeast, from Rissington Road entry into Bourton-on-the-Water from Little Rissington (possibly including restriction along Leasow Lane towards Great Rissington). This would benefit from agreement and cooperation with Upper Rissington Parish Council (URPC), Little Rissington Parish Council (LRPC) and Great Rissington Parish Council (GRPC).*

*3.3 from the northeast, from Kingfisher Road to Meadow Way Roundabout, down Meadow Way / Bourton Link past Cotswold Clubhouse, Colletts buildout, and to the junction with Station Road at Jubilee Lodge.*

*3.4 from the southwest, from Lankett Lane junction with the "Steeps" (Bourton Hill), not affecting the existing highway access from A429 Whiteshoots Hill towards Sherborne and Clapton-on-the-Hill. This would benefit from agreement and cooperation with CotHPC and Sherborne Parish Council.*

*4. Council tasks Highways Committee:*

*4.1 to consider, and to recommend to April Parish Council given the urgency, the best way forward to achieve the above without compromising the urgently required signage and yellow lining TROs aimed at reducing volumes of visitor parking on residential streets, and long-desired TRO actions to improve the bus stop area outside the public conveniences next to the Cook Shop on the High Street.*

*4.2 to consider, and recommend to April Parish Council, whether to use permanent or emergency TROs, or a combination of both, given the urgency of the need to manage coach movements and noting the higher total costs associated with temporary TROs.*

*4.3 to invite County Councillor Paul Hodgkinson and a Highways representative to attend Parish Council Highways Committee meeting for this item, to expedite progress.*

Cllr Wareing highlighted that a public consultation would be required prior to implementation of the TRO.

Cllr Wareing proposed an amendment to delete the statement 'Entry onto Bourton Industrial Park from the Fosseway will not be restricted' and insert an item 3.5 to read (Restrictions will apply) 'from the Fosseway into the industrial estate'.

Cllr Hadley requested a named vote on the amendment. Cllrs Davis, Wareing and Wilkins voted in favour and Cllrs Hicks, Hadley, Launchbury, Macklin and Roberts voted against. Cllr Wragge abstained. The amendment was not approved.

Councillors voted on the main proposal and Cllr Hadley requested a named vote. Cllrs Davis, Hicks, Launchbury, Roberts, Wareing and Wilkins voted in favour. Cllrs Hadley and Macklin voted against and Cllr Wragge abstained. Council RESOLVED to approve the above proposals which would be further considered at the next Highways Meeting.

Following further discussion, Council also RESOLVED to accept the invitation from MP Sir Geoffrey Clifton-Brown to attend a meeting 11am on 27<sup>th</sup> March and to offer use of the Windrush Room.

Cllrs Tapper and Samuel re-joined the meeting following the above discussions.

**23/518 Parish Council open evening with Residents to discuss traffic flow and parking at 7pm on Thursday 21<sup>st</sup> March at the Royal British Legion Hall, Lansdowne:** To note meeting arrangements. A representative of Gloucestershire Rural Community Council would chair the meeting in a workshop format. A pre-meeting briefing session to be held with GRCC and Cllrs Davis, Hicks, Hadley, Roberts, Wareing and the Clerk at 6pm on Wednesday 13<sup>th</sup> March in the Salmonsbury Room.

**23/519 Annual Parish Council Action Plan 2024-25 (Paper 9):** To review draft as deferred from previous meeting and agree final wording. Council RESOLVED to approve the document with the following amendments: Tourist Levy first project to be re-named 'Regeneration of the pavement area by the Cheltenham bus stop in the High Street', the project 'Resurfacing of Periwinkle Bank' to be deleted following completion in the 2023-24 financial year. The amount taken from General Reserves in the 2023-24 budget to be amended from £10,000 to £14,000.

**23/520 Neighbourhood Plan Working Group (Paper 10 a&b):** Consider recommendations and agree actions, as deferred from previous meeting. Following the February Council meeting Cllr Davis had shared the draft document 10a with CDC to request their recommendations and their input was awaited. Council reviewed document 10a Scoping Recommendations and RESOLVED to approve the key headings and recommendations in the paper.

**23/521 Training:** Council RESOLVED that the following should be booked:

1. Practical Advice for Owner/Operators of Public Play Spaces: SLCC webinar on 30<sup>th</sup> April from 2-3pm for Cllrs Hicks, Samuel and the Committee Clerk £50pp.
2. Staff Appraisals: SLCC webinar on 27<sup>th</sup> March at £30 for the Clerk and Cllrs Roberts and Hicks.
3. Carbon Literacy Qualification: SLCC webinar 11<sup>th</sup> and 18<sup>th</sup> June from 9-1pm at £120pp for Cllrs Davis and Samuel.
4. Code of Conduct training: To agree suitable date. The Clerk to continue to liaise with the Monitoring Officer on a suitable date.

**23/522 Reports from representatives on Outside Bodies:** Cllr Davis reported that Cotswolds National Landscape were progressing matters on carbon and greenhouse gas emissions. Cllr Davis to circulate information on this as well as transport emissions, public transport, food and drink emissions and energy.

**23/523 Correspondence:**

1. Paper on visitor numbers (Paper 11a). This paper was withdrawn by the Clerk prior to the meeting.
2. Dying Awareness Week (Paper 11b). Council RESOLVED that the Assistant Clerk and Cllrs Roberts and Wragge should attend the event from 6.30-9pm on Thursday 9<sup>th</sup> May at the Royal British Legion Hall.

**23/524 Items to Note:** Cllr Wragge advised sessions were available with a sight loss advisor from the charity Insight Gloucestershire on the first Wednesday of each month. Drop-in sessions were from 1-2pm and appointments available from 2-4pm in the Salmonsbury Room, the George Moore Centre.

**23/525 Next Meeting:** 7pm on Wednesday 3<sup>rd</sup> April 2024 in the Windrush Room, The George Moore Community Centre.

**Public Session:** A resident requested clarification on the Parish Council's project for regeneration of the pavement area by the Cheltenham bus stop in the High Street. The Chairman confirmed that seating was being considered but not tables.

All members of the public left the meeting at this point.

**23/526 Confidential Session:** Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to legal matters. As such, the press and public are excluded from this part of the meeting. Council RESOLVED to approve this proposal. Cllr Roberts had declared an interest in this item and withdrew from the discussion. Cllr Hicks chaired this item.

**23/527 To review letter received re The Naight and approve recommended actions from the Highways Committee** (Confidential Papers 12 a, b & c). Following discussion, Council RESOLVED that the Clerk should seek legal advice from Surrey Hills Solicitors at the quoted hourly rate.

There being no further business the meeting closed at 21.47 hours.

## Appendix 1

## PAYMENTS LIST for 6th March 2024

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
557	Email annual charges	17/02/2024	DD	Microsoft business account for office staff	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
558	Email annual charges	17/02/2024	DD	Microsoft councillor emails monthly charge	Microsoft Ireland Operations Ltd	63.70	12.74	76.44
559	Tourist Levy EMR/Footpaths	06/03/2024	BACs	Surface Periwinkle Bank	Cotswold Surfacing Co	11,005.00	2,201.00	13,206.00
560	Stationery	06/03/2024	BACs	Stationery	Viking Office UK Ltd	26.99	5.40	32.39
561	Scribe Cemetery Package	06/03/2024	DD	Scribe Cemetery Package	Scribe Accounts	449.28	89.86	539.14
562	Tree works	06/03/2024	BACs	Crown raise T111 field maple	Treetech Arboricultural Services	475.00	95.00	570.00
563	Tree works	06/03/2024	BACs	Repollard weeping willow	Treetech Arboricultural Services	340.40	68.08	408.48
564	Maintenance	08/02/2024	Multipay Card	Gas safety valve sign	Amazon	3.72	0.74	4.46
565	Consumables	30/01/2024	Multipay Card	Milk	Mid Counties Co-Op	1.25		1.25
566	Bank Charges	19/02/2024	Multipay Card	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
567	Business Rates	05/02/2024	DD	Business Rates	Cotswold District Council	655.00		655.00
568	HMRC	20/02/2024	DD	VAT Payment Q3	HMRC	1,010.65		1,010.65
569	Telephone	14/02/2024	DD	Telephone charges	Talk Talk Business	45.90	9.18	55.08
570	Utilities - Gas	15/02/2024	DD	Gas Supply PC Accommodation	Crown Gas & Power	316.99	63.40	380.39
571	Utilities - Gas	16/02/2024	DD	Gas charges - Flats 1 & 2	Crown Gas & Power	104.14	5.21	109.35
572	Utilities - Gas	16/02/2024	DD	Gas Supply The Cottage	Crown Gas & Power	74.82	3.74	78.56
573	Cemetery - maint.	06/03/2024	BACs	Inspect & report on Lych Gate repairs	Paul Honour Building Services	62.50		62.50
574	GMCC H&S	20/02/2024	Multipay Card	Planning Fee for loft project application	Cotswold District Council	100.00		100.00
575	Pensions	06/03/2024	DD	Assistant Clerk - March pension	NEST			
576	Pensions	06/03/2024	DD	Clerk - March pension	NEST			
577	Pensions	06/03/2024	DD	Committee Clerk - pension	NEST			
578	Tax - NI	06/03/2024	BACs	Staff Tax/NI - March	HMRC	2,104.85		2,104.85
579	Wages	23/03/2024	BACs	Committee Clerk - March salary	Vanessa Oliveri			
580	Wages	23/03/2024	BACs	Clerk - March salary	S Henley			
581	Wages	23/03/2024	BACs	Assistant Clerk - salary	J Herbert			
582	Wages	23/03/2024	BACs	Caretaker - March salary	Ernie Webb			
583	Stationery	20/02/2024	Multipay Card	Whiteboard markers	Amazon	6.66	1.33	7.99
584	Utilities - Electricity	26/02/2024	DD	Electricity charges GMCC	British Gas	783.41	156.68	940.09
585	Various codes	06/03/2024	BACs	Play area inspections & litter picking	David Perry	208.00		208.00
R501*	Room 3 EMR	06/03/2024	BACs	Refund of Room 3 Deposit	Carole Love	450.00		450.00
588	Melville	01/03/2024	Multipay Card	Play bark for Melville	Travis Perkins	96.00	19.20	115.20
589	Admin misc	29/02/2024	Multipay Card	Condolence card	Post Office	2.70		2.70
590	Village Green Railings	06/03/2024	BACs	Put up Village Green Railings	idverde	450.00	90.00	540.00
591	Maintenance Contract	06/03/2024	BACs	Grounds maintenance January	idverde	1,857.08	371.42	2,228.50
592	Gas supply	15/03/2024	DD	Gas supply first floor flats	Crown Gas & Power	65.72	3.29	69.01
593	Piece Hedge Water	18/03/2024	DD	Water supply Piece Hedge Allotments	Castle Water	13.54	2.71	16.25
594	GMCC Maintenance	01/03/2024	Multipay Card	Dorgard fire door retainer & 3no floor plates	Safelincs	93.46	18.69	112.15
<b>Total</b>						<b>28,004.81</b>	<b>3,223.85</b>	<b>31,228.66</b>

\* Reverse receipt