

**BOURTON ON THE WATER PARISH COUNCIL  
MINUTES OF THE MEETING OF BOURTON ON THE WATER  
PARISH COUNCIL HELD ON WEDNESDAY 4<sup>TH</sup> APRIL 2018  
AT 7.00PM IN THE GEORGE MOORE COMMUNITY CENTRE, MOORE RD, BOURTON ON THE WATER**

**Present:** Cllrs B Sumner (Chair), J Cowen, R Daniel, R Hadley, L Hicks, J Jowitt, N Randall, B Rogers, S Senior, B Wragge

**Standing Orders were suspended for the Public Session**

**Police Report:** A crime statistical report had been circulated. Congratulations were expressed to the team for the recent successful convictions for various local crimes.

**County Cllr Report:** County Cllr Hodgkinson gave apologies.

**Ward District Cllr Report:** Ward District Cllr Keeling gave apologies. Ward Cllr Len Wilkins reported on various matters relating to planning applications, the renewal of the Church Rooms lease and Rissington Rd car park.

**Public Questions:** There were no public questions.

**17/289: Apologies for Absence:**

There were no apologies for absence.

**17/290: Members' Interests**

There were no additional interests not currently declared on Councillors' Registers.

**17/291: Minutes of the Meeting held on 7<sup>th</sup> March and Annual Parish Meeting held on 28<sup>th</sup> March 2018**

Cllr Hadley proposed the Minutes of the Meeting of 7<sup>th</sup> March 2018 be accepted as a true record of the meeting, seconded by Cllr Hicks. Unanimous agreement of those members present in March. Cllr Daniel proposed the Minutes of the Annual Parish Meeting of 28<sup>th</sup> March 2018 be accepted as a true record of the meeting, seconded by Cllr Senior. Unanimous agreement of those present at the meeting.

**17/292: Matters Arising**

- Cllrs Sumner and Rogers reported following March's well attended meeting with the Brownies. Issues discussed will be progressed in committee and a written update will be provided to the Brownies subsequently;
- Cllr Hicks provided an update relating to the commissioning of a plaque in memory of Sharon Laws;
- A reminder was given in respect of the Village Litter Pick on Sunday 8<sup>th</sup> April;

**17/293: Casual Vacancy**

- Cllr Cowen proposed Council accept the application from Sharon Coventry, seconded by Cllr Hadley. Unanimous agreement. The Clerk was instructed to issue papers and ensure documents are signed promptly.
- Cllr Senior proposed Council approve the cost of £85 for Cllr Coventry to attend the soonest scheduled GAPTC training course, seconded by Cllr Rogers. Unanimous agreement.

**17/294: Burial & Allotments Committee Report**

Cllr Daniel reported from the March Committee meeting and the following was agreed:

- Cllr Daniel proposed Council approve a budget of £365 + VAT for a notice-board at C. Lane allotments, seconded by Cllr Cowen. Unanimous agreement;

**17/295: Playing Fields Committee Report**

Cllr Hicks reported from the March Committee meeting and the following was agreed:

- Cllr Hicks proposed the appointment of Jennifer McCann as the new play area inspector and the cost of £35 for her to attend a GPFA training course, seconded by Cllr Cowen. Unanimous agreement.
- Cllr Senior reported on preliminary investigations into the Naight land covenant – to be discussed further in committee;
- Cllr Hicks reported on various matters relating to the Youth Club – issues relating to sessions within the RBL have been resolved following a meeting with all parties. A portakabin is being investigated as a possible longer-term solution to providing a permanent home for the Youth Club.

**17/296: Village Maintenance & Highways Committee Report**

Cllr Jowitt reported from the March Committee meeting and the following was agreed:

- Cllr Jowitt proposed Council approve G.McPhilimey's quote in the sum of £480 ex VAT and paint costs for the re-painting of 12 existing Riverside Walk benches, seconded by Cllr Cowen. Unanimous agreement.
- It was agreed that the boundary fencing on the Green will be removed in line with timing recommended by Bibury, but before the first May Bank Holiday at the latest;

### **17/297: Traffic & Footpaths Committee**

Cllr Randall reported from the March Committee meeting and the following was agreed:

- Cllr Randall proposed Council approve the sum of £150 to provide a new dog litter bin at Letch Lane, seconded by Cllr Wragge. Unanimous agreement.

### **17/298 Planning:**

Cllr Sumner gave a verbal report on matters from the March Committee meeting.

### **17/299: Village Green Bookings**

- CDC Shared Healthy Communities Officer's request to use the Green for a public information event on 22<sup>nd</sup> May during Dementia Awareness Week was agreed unanimously – the usual fee was waived;

### **17/300: Community Centre Update**

Cllr Sumner gave a verbal report on matters from March's Committee meeting and the following was discussed further:

- Council noted the Committee's instruction of RJB Restoration, Heritage Roofing and JM Roofing to undertake works to windows, guttering and roofs. The works will be phased and grants will be sought to offset costs wherever possible;
- Council instructed the Clerk to schedule works to improve the on-site drainage network, avoiding Fridays;
- Cllr Rogers proposed Council approve Chosen Fire Protection quote of £637 + VAT to undertake works to ensure Flat 1 and The Old Chapel are compliant with fire regulations following issues raised at the 6 monthly inspection, seconded by Cllr Cowen. 9 votes in favour, 1 abstention. Proposal carried.
- Council agreed a rebate of £200 to be offered to the tenant of The Old Chapel to offset excessive energy costs during winter weather resulting from poor insulation of the accommodation, which is currently being rectified;
- Given the continued lack of progress in solicitors being able to resolve minor technicalities relating to the issuing of a revised lease to GCC it was agreed that payment of all sums due under the existing lease will be sought immediately, failing which legal action will be considered in respect of the breach of the existing lease terms;

### **17/301: Finance**

- Cllr Sumner read out details of payments. Cllr Hadley proposed the payments itemised on the circulated list in the total sum of £30,333.88 be approved and cheques signed, seconded by Cllr Rogers. Unanimous agreement.
- Cllr Hadley proposed that all internal governance documents be adopted as circulated following the annual review, namely Standing Orders, Internal Financial Controls, General & Reserve Level Risk Assessments, Policies, Model Publication Scheme, Asset Register, Schedule of Direct Debits. There was no further discussion, and the proposal was seconded by Cllr Cowen. Unanimous agreement.
- Cllr Hadley was appointed Internal Financial Controller ("IFC") for 2018-19;
- Council noted the deadline of 11<sup>th</sup> June for submission of the Annual Return to PKF-Littlejohn (External Auditor for the year 17-18); it was agreed that the IFC would undertake a financial check of the 4<sup>th</sup> quarter's accounts and liaise with the Clerk to sign off the financial year and all relevant reports to the External Auditor, prior to making a recommendation for Council's approval at the AGM on 2<sup>nd</sup> May;
- It was noted that Bourton has dropped 2 places to 12<sup>th</sup> within the Council Tax "League Tables" for 2018-19;

### **17/302: Bye-Laws**

Feedback from the recent web-site consultation and discussions at previous Council meetings and the recent Annual Parish Meeting on the revised bye-laws was considered. No objections or modifying comments have been received, and there has been unanimous support for the revision. It was agreed that the consultation requirement has therefore been satisfied and the draft bye-laws were unanimously approved without further modification. The draft Report was also approved without modification. Cllr Randall proposed that the revised bye-laws are now submitted to DCLG to seek approval so Council may take the next step towards ratification, seconded by Cllr Sumner. Unanimous agreement.

### **17/303: General Data Protection Regulations**

Cllr Rogers reported on various updates and a way forward was agreed which will provide for a small number of priority actions to be implemented prior to new legislation coming into force, and a timetable will be established to complete compliance subsequently.

### **17/304: Correspondence**

The correspondence list circulated to Council was noted and various actions agreed – these actions will be detailed on the annotated list to be displayed on the web-site.

**17/305: Any Other Business**

- Cllr Wragge reported from the recent Chamber of Commerce AGM – a further Extraordinary Meeting is being arranged to discuss the future administration of the Chamber;
- Cllr Randall raised concerns at the possibility of increased parking at the Community Centre once Countrywide Stores site closes – to be discussed further in committees.

**17/306: Next Meeting**

The next meeting of Bourton on the Water Parish Council will be the AGM to be held on Wednesday 2<sup>nd</sup> May 2018 at 7.00pm at the George Moore Community Centre.

**Public Questions:**

There were no public questions.

**CHAIRMAN'S SIGNATURE..... DATE:.....**

**Financial decisions:**

<b>Minute No</b>	<b>Item</b>	<b>Power</b>	<b>Sum (ex VAT) (PC contribution) £</b>
17/293	Cllr training	Local Govt Act 1972, s.111	85.00
17/294	Notice-board – Cemetery Lane allotments	Open Spaces Act 1906, s.9/10	365.00
17/295	Play Area Inspector training	Open Spaces Act 1906, s.9/10	35.00
17/296	Riverside Walk bench refurbishment	Open Spaces Act 1906, s.9/10	480.00
17/297	Dog litter bin	Local Govt Act 1972, s.111	150.00
17/300	Fire Regulation equipment	Local Govt Act 1972, s.133	637.00