

## Bourton-on-the-Water Parish Council

Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 4<sup>th</sup> October 2023 in the Windrush Room at The George Moore Community Centre

**Those Present:** Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, L Hicks, B Hadley, J Jowitt, M Macklin, M Samuel, S Tapper, L Wilkins (arrived 19.29 hours) and Cllr B Wragge.

**In Attendance:** Sharon Henley, Clerk. PSCOs Kim Graham and John Allen.

**Members of Public:** 4

Meeting papers can be found at the link [Papers](#).

**Public Session** A member of public who was also a local business owner was pleased to note that a pick-up and drop off solution was being explored for coaches but anticipated losing around £75,000 per annum from their business should a solution not be found.

A Rissington Road resident added that many coaches were using the Rissington Road and vehicles were parking under the arch. There had been some verbal abuse of residents by drivers on occasions when the matter had been raised in person. Cllr Roberts pointed out that parking in this location was being looked at under the new TRO.

**Police Report** (see link) the [Police Report](#) was delivered by PCSOs Kim Graham and John Allen. The new method of reporting non urgent anti-social behaviour had been rolled out, see [Report antisocial behaviour | Gloucestershire Constabulary](#).

PCSOs Graham and Allen left the meeting after this item.

**County Cllr Paul Hodgkinson** sent his apologies and a report which was read out by the Chairman. Traffic Regulation Orders (TROs) for coach parking were being progressed with GCC Highways and there was potential for an on-street drop off/pick up solution. He would also be meeting with GCC Highways and the Parish Council to progress the other village-wide TROs.

Usage for the pilot of the on-demand bus service 'The Robin' was low in the North Cotswolds and he had requested additional marketing.

**District Cllr Jon Wareing – Bourton Village Ward** sent his apologies and the Chairman read his report. The District Council was operating in a challenging financial environment and had a significant budget shortfall of £448,000 so were looking to make efficiency and cost-cutting savings. Applications could now be submitted for the 'Rural Bus Grant' scheme which is part of the Government's Rural England Prosperity Fund.

A potential solution continued to be explored to the provision of coach parking after the cessation of provision at Bourton Vale Car Parking. Currently under discussion was designated drop-off/pick-up spaces with parking on the industrial estate.

CDC customer service phone access was being reduced from 9am to 2pm on a 6-month trial basis. With the cessation of funding by CDC of all Information Centres, the possibility of joint funding of the Information Centre by local businesses, the Parish Council and the Tourist Levy was being explored. A review group was looking at current provision of Public Conveniences, including the two locations in Bourton.

It was hoped that EV charging would soon be live at the Rissington Road car park.

**District Cllr Len Wilkins – Bourton Vale Ward** was not present at this point and reported later in the meeting.

**23/161 Apologies for absence.** Cllrs L Launchbury and J Wareing. County Cllr P Hodgkinson. Steve Cotton, Village Warden. Cllr Wilkins sent apologies as he would arrive late and arrived at 19.29 hours.

**23/162 Declarations of Interest:** There were none.

**23/163 Approval of the draft minutes of the 6<sup>th</sup> September Parish Council Meeting:** The following amendments were proposed by Cllr Davis and APPROVED:

- Village Warden report second paragraph 'and' to change to 'any'.
- 23/138(3) 'assets' instead of 'properties'.
- 23/152 Delete 'she' from second line. Insert wording in 'she had also participated in the *'development of the'* circular walks around the village'.
- 23/155(2) Cllr Davis highlighted that some funding was available next year from Cotswolds AONB which may be suitable' add *'for improving access'*.

Following these amendments, the above minutes were APPROVED as a true record.

**23/164 Matters Arising:**

1. The coach parking meeting with CDC at 6pm on Tuesday 10<sup>th</sup> October had been changed from on-line to the GMCC. All councillors had been invited.
2. The Assistant Clerk continued to chase payment for the insurance claim for damage to the guttering and stonework at the front of the building by a hirer's van.
3. To note that the grant for the Dementia Action Group approved at the last meeting was for a group which is part of Dementia Friendly North Cotswolds, supported by Dementia Action Alliance.
4. To note that GCC Highways filled in potholes at The Chestnuts access road during the summer.
5. The grant of £280 had been received from the War Memorials Trust which represented 50% of the project costs.
6. Neighbourhood Plan Working Group: An initial Working Party Group meeting had been arranged for 6.30pm on Thursday 2<sup>nd</sup> November in the Windrush Room.
7. Assets of Community Value – Cllrs Davis and Samuel were working on a draft document.

**23/165 Clerk's Report:**

1. A car had damaged around 5 metres of dry-stone wall in GMCC car park on 25<sup>th</sup> September. This was reported to insurers, but for safety reasons a contractor had been instructed to repair the wall at £680 using Clerk's delegated authority. The insurers had been given details and had refunded the cost less the excess which the Clerk was pursuing.

Cllr Wilkins entered at this point.

2. There had been criminal damage to the GMCC on 29<sup>th</sup> September when the flats' gas supply had been turned off. A contractor investigated under Clerk's delegated authority at a cost of £75.00 and the police also investigated. Recommended remedial actions to be discussed by GMCC Committee.
3. The second precept payment of £45,560 had been received from CDC.
4. The Clerk and Assistant Clerk's annual leave days were noted.

**23/166 Planning Committee:**

1. To discuss/vote on any issues raised following the meeting on 27<sup>th</sup> September. No additional items were raised.
2. The following Planning Application was considered, following a site visit by the Committee members:

Reference	Address	Proposal	Deadline
<a href="#">23/02705/FUL</a>	Barns opposite Pockhill Drive, Pock Hill Lane, Bourton-on-the-Water	Conversion of 3no. agricultural barns to form 1no. dwelling	Extension agreed to 5 <sup>th</sup> Oct

**Comments:** The Parish Council has no objection, subject to the following comments: Light – will there be any impact on dark skies, bearing in mind the amount of glass in the structure? We query whether there is a CDC policy in relation to converting metal agricultural buildings for domestic use.

The Chairman proposed and it was agreed to take 23/177 at this point due to the maps needing to be displayed on the projector.

**23/167 Village Environment Committee**

1. To discuss/vote on any issues raised following the meeting on 27<sup>th</sup> September. No additional items were raised.
2. Springvale Allotments Maintenance budget code 2070: To agree to move the £5,000 allocated in this year's budget to a new earmarked reserve for work to create additional allotments in future years. APPROVED.
3. Caring for the Cotswolds Grant up to £2,500 maximum to improve access or heritage. The Committee had approved for Cllr Davis to submit a grant application by last Friday's deadline and this was completed. Cllr Davis to forward a copy of the application to the Clerk and Cllr Roberts.

### **23/168 Youth & Wellbeing Committee**

1. To note that Cllr Hicks was elected as Committee Chairman. Election of a Vice Chairman to be added to the next YWC agenda.
2. To discuss/vote on any issues raised following the meeting on 25<sup>th</sup> September. No additional items were raised.
3. Rye Crescent play area refurbishment – update following public consultation on 24<sup>th</sup> September. Cllr Hicks reported a successful evening attended by around 30 people, including 6 parish councillors and a representative of Scope for inclusive play equipment. Another working group meeting was being scheduled to progress matters to report at the November Council meeting. It had been agreed to get quotes for removal or refurbishment of the Tower. It was discussed that Men in Sheds could build a wooden boat as part of the play equipment. Cllr Hicks to contact the Gloucestershire Playing Fields Association for advice on specification.
4. Play Areas Code of Conduct (Papers 1a & b): To review insurer's comments and agree further actions. Council noted insurers' comments. The Clerk had made some proposed draft document amendments. Council APPROVED in principle that a Code of Conduct document was produced. A further draft document to be produced by Cllr Samuel with input from the Clerk and Cllr Davis for review at the November Council meeting.

Members of public left the meeting during this item.

**23/169 GMCC Committee** – next meeting on 19<sup>th</sup> October.

### **23/170 Highways Committee**

1. To discuss/vote on any issues raised following the meeting on 21<sup>st</sup> September. There were no additional items raised.

### **23/171 IT & Data Sub-Committee**

1. To discuss/vote on any issues raised following the meeting on 14<sup>th</sup> September. The following matters were proposed at the meeting:
2. To agree that computer passwords should be changed every 60 days for any Council PCs, as per insurance requirements. This to be completed by office staff. APPROVED.
3. To approve a monthly subscription to Dropbox at £7.99/month + VAT, payable annually at £95.88/year. APPROVED.
4. To approve the transfer of domain registrant and website hosting to Parish Online at a cost of £100 + VAT for domain registration, £355 + VAT for annual website hosting. Total costs for approval of £455 + VAT to be funded from allocated budgets. It was noted that the new domain name would be redirected to the existing website with creation of a new website at a later date. APPROVED.
5. Council owned Computers/Equipment for Councillors:
  - a. To approve the addition of the following statement in the Scheme of Delegation: 'In special cases where a councillor does not have a Windows laptop the Parish Council will purchase them a loan machine and allow provision for technical support. Applications to be decided by the IT and Data Sub Committee on a case-by-case basis for approval by full Council.' It was agreed to amend the word 'decided' to 'proposed' and the statement APPROVED following that amendment.
  - b. To agree that any costs incurred during 2023-24 would be taken from Contingency and budgeted for in future years. APPROVED.

It was agreed to take a short break at 20.17 hours. All members of the public left at this point. The meeting resumed at 20.21 hours.

### **23/172 Finance:**

1. To consider and approve the schedule of payments up to 4<sup>th</sup> October 2023 (Paper 2a). See Appendix 1 (V4). APPROVED. This approval was subject to agreement on items later in the agenda.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques for signature. Cllrs Roberts and Hicks to approve BACS payments.
3. To agree arrangements for signing of invoices following the meetings. The Clerk requested that the two approving councillors initial each invoice, following the usual checks, including those paid by direct debit.

4. To note the bank reconciliation dated 30<sup>th</sup> September (Paper 2b), the Summary Report (Paper 2c), Financial Forecast to 4<sup>th</sup> October (Paper 2d) and Reserves Report (Paper 2e). These were noted, along with addition of the Q2 VAT return showing a total to be refunded from HMRC of £2,354.14.
5. Year End Accounts 2023-24 (Papers 3a & b): To approve ACCLC (Accounting for Local Councils and Clerks) to create rollover of accounts on Scribe at year end at a cost of £540 + VAT for one year or £485 + VAT each year for four years. The quote for £485 + VAT per annum was APPROVED. It was noted that the next Finance and Governance Committee meeting would be at 7pm on Thursday 19<sup>th</sup> October in the Windrush Room.

### **23/173 Governance**

1. Insurance: Update by the Clerk on policy renewal. The policy had been approved at the September meeting subject to the Clerk querying the property values and buildings contents sums insured. The insurer confirmed the Property excess was £125 as well as an amendment to the index linked amounts. The latter was confirmed following payment of the premium, giving a reduction of £677.55. This sum had now been refunded to the Parish Council.
2. To approve the following documents:
  - a. Standing Orders (Paper 4a) – updated document. APPROVED.
  - b. Scheme of Delegation (Paper 4b) - updated document. The document was APPROVED subject to a correction in the numbering.
  - c. Village Green Hire Policy (Paper 4c) - updated document. APPROVED with amendments as agreed by VEC Committee at their meeting.
  - d. Meeting Attendance Policy (Paper 4d) – new document. APPROVED.

### **23/174 Village Green Hire:** To approve any requests received:

1. Royal British Legion to fundraise using two World War Two style Jeeps near to the war memorial on one Saturday prior to Remembrance Sunday, weather dependent. It was understood that this would take place on either 28<sup>th</sup> October, 4<sup>th</sup> or 11<sup>th</sup> November. APPROVED.

### **23/175 Civility & Respect Training with Breakthrough Communications via GAPTC:**

1. To approve revised costs for training at £56 per person for Cllrs Davis, Jowitt, Hicks and the Clerk as per invoice 167 in Dropbox, total £224. GAPTC advised that training costs were £14 per unit for 4 units rather than £14 in total, total £56pp. APPROVED.
2. To approve revised costs of £56 per person for training for the remaining 10 councillors, total £560 of which £217.50 to be charged to Contingency. As for item (1). APPROVED.

### **23/176 Tourist Levy:** Update following meeting with CDC on 19<sup>th</sup> September and to agree final list of projects to request from CDC and likely project costs.

VEC and Highways Committees had agreed on the following projects:

1. Install planters and seating around trees in the area in front of The Willow Pub to prevent car and motorcycle parking.
2. Resurfacing of the path at Periwinkle Bank.
3. Planting around the edge of Clapton Row.

Initial estimates were: (1) The Willows £30-£40k (2) Periwinkle Bank £10k (3) Planting at Clapton Row £5k. Cllr Roberts to make further enquiries on possible costs and the Clerk to respond to CDC with advice on these amounts following additional information.

A costed plan would be required for the installation of planters. To be added to next VEC agenda, possibly for a working group to progress.

### **23/177 Consultation from GCC Highway Records Definite Map Modification for Byways Open to All Traffic, Parishes of Clapton-on-the-Hill, Bourton-on-the-Water and Cold Aston (Papers 5a-e):**

To review consultation documents, input received and agree a response. The following response was agreed: "The Parish Council objects to vehicular use. We do not believe that there has been a history of the track being used routinely for vehicles". It was understood that Cllr Launchbury (not present) had additional information and the Clerk to ask her to send comments separately to GCC.

### **23/178 Reports from representatives on Outside Bodies:**

Cllr Wragge reported that the Dementia Friendly North Cotswolds Group would hold its first Friendly Memory Café on 13<sup>th</sup> October in St Lawrence Church 2-4pm. All were welcome and input was invited on activities to be provided in future sessions.

Cllr Davis to circulate further details on the Gloucestershire Market Towns Forum event at Alcester from 5.00-7.30pm on 19<sup>th</sup> October. All councillors were welcome to attend. CNL Inclusion Working Group would be holding a series of events over the autumn on climate change and biodiversity. The CNL Management Plan had been circulated by Cllr Davis.

Cllr Roberts, Hicks, Samuel and Tapper had attended CDC's Town and Parish Council event at Moreton.

**23/179 Correspondence:**

1. Email from BBN re. Christmas Tree (Paper 6). Bourton Business Network wrote regarding funding of this year's tree. The Clerk to respond that the current arrangements will not be changed this year, but the Parish Council would be grateful for any contribution towards the total costs of erecting a tree in the centre of the village. In future years the Parish Council would welcome a full contribution from BBN as the Chamber of Commerce did in previous years.
2. Late Correspondence: The Parish Council were invited to nominate a representative to attend Councillor Advocacy Scheme meetings held by the Office of the Police & Crime Commissioner. It was agreed that Cllr Samuel would represent and attend the first North Cotswolds meeting on 27<sup>th</sup> November.

**23/180 Items to Note:** There were none.

**23/181 Next Meeting:** 7pm on Wednesday 1<sup>st</sup> November 2023 in the Windrush Room, The George Moore Community Centre.

**Public Session:** None present.

Cllr Wilkins as District Councillor commented that, in his opinion, in relation to their current budget deficit, CDC were undertaking non-statutory rather than statutory spending.

**23/182 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 staffing matters. As such, the press and public are excluded from this part of the meeting. APPROVED.

**23/183 Staffing Matters:** To review contract for Locum Committee Clerk and agree a time extension to the end date. Council APPROVED the issue of a further 6-week contract. It was agreed that the Staffing Committee should progress plans towards recruitment for the role.

There being no further business the meeting closed at 21.31 hours.

## Appendix 1

### PAYMENTS LIST for 4th October 2023 Parish Council Meeting

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
277	Photocopier	06/10/2023	Photocopier charges	Sharp	25.00	5.00	30.00
285	Refuse Collections	21/09/2023	Refuse collections	Grundon Waste Management	162.23	32.45	194.68
286	Utilities - Gas	16/09/2023	Gas supply The Cottage	Crown Gas & Power	10.13	0.51	10.64
287	Insurance	08/09/2023	Insurance	BHIB Ltd	10,809.09		10,809.09
288	Grants - Small & Regional	08/09/2023	Small Grant	North Cotswolds Dementia Action Group	500.00		500.00
289	Grants - Small & Regional	08/09/2023	Small Grant	Bourton Rovers	1,000.00		1,000.00
290	Grants - Small & Regional	08/09/2023	Small Grant	1st Bourton on the Water Scout Group	950.00		950.00
291	Grants - Small & Regional	08/09/2023	Small Grant	Rotary Club	250.00		250.00
292	Grants - Small & Regional	08/09/2023	Small Grant	Headspace	1,000.00		1,000.00
293	Grants - Small & Regional	08/09/2023	Small Grant	The ITSA Digital Trust	960.00		960.00
294	Telephone	12/09/2023	Telephone charges	Talk Talk Business	45.90	9.18	55.08
295	Business Rates	04/09/2023	Business Rates	Cotswold District Council	655.00		655.00
296	IT Support	15/09/2023	Monthly website charges	Hugo Fox Ltd	9.99	2.00	11.99
297	Maintenance	12/09/2023	Keys cut	Bourton LR Ltd	4.17	0.83	5.00
298	Training	04/10/2023	Civility & Respect Training	GAPTC	224.00		224.00
299	Maintenance	07/09/2023	Defib battery	Defib Store Ltd	280.00	56.00	336.00
300	Utilities - Gas	16/09/2023	Gas Supply PC Accommodation	Crown Gas & Power	6.76	0.34	7.10
301	Cleaning	04/10/2023	Cleaning services	Maydays	1,620.00	324.00	1,944.00
302	Maintenance	04/10/2023	Upholstery and carpet cleaning	Cotswold Carpet Cleaners	681.00		681.00
303	Email annual charges	17/09/2023	Photocopier charges	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
304	Email annual charges	17/09/2023	Microsoft councillor emails monthly charge	Microsoft Ireland Operations Ltd	63.70	12.74	76.44
305	Refuse Collections	21/09/2023	Bin rental - additional charge to invoice PSI	Grundon Waste Management	14.03	2.81	16.84
306	Consumables	18/09/2023	Milk	Mid Counties Cooperative Society	1.40		1.40
307	Play Areas - The Naight	04/10/2023	Slide repair at The Naight	Greenfields Garden Services	250.00	50.00	300.00
308	Play Areas - Rye Crescent	04/10/2023	Repair of half timber rounds at Rye Crescent	Greenfields Garden Services	244.00	48.80	292.80
309	Sanitaryware collections	04/10/2023	Sanitaryware collections	Rentokill Initial	164.26	32.85	197.11
310	Wages	23/10/2023	Clerks Salary - October	S Henley			
311	Wages	23/10/2023	Caretaker - October Salary	Ernie Webb			
312	Wages	23/10/2023	Assistant Clerk - October Salary	J Herbert			
313	Tax - NI	04/10/2023	Staff tax/NI - October	HMRC	1,950.64		1,950.64
314	Pensions	04/10/2023	Assistant Clerk - October Pension	NEST			
315	Pensions	04/10/2023	Clerk - October Pension	NEST			
316	Bank Charges	18/09/2023	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
317	Maintenance	07/09/2023	Defib pads	thedefibpad.co.uk	121.98	24.40	146.38
318	Maintenance	19/09/2023	Kettle filters	PartsCentre	13.31	2.66	15.97
319	Bank Charges	29/09/2023	Cheque charges 4th June to 3rd Sept	Unity Trust Bank	3.90		3.90
320	General maintenance	04/10/2023	Supply and fit of byelaw signs	The Wright Signs	320.00		320.00
321	Miscellaneous	22/09/2023	Condolence Card	Post Office Ltd	3.25		3.25
323	Speed reduction	04/10/2023	Charges for sending letters re speeding	Office of Police & Crime Commissioner	98.00		98.00
324	Utilities - Gas	18/09/2023	Gas Supply The Cottage	Crown Gas & Power	9.59	0.48	10.07
325	Window cleaning	04/10/2023	Window cleaning	James English Window Cleaning	160.00		160.00
326	Stationery	04/10/2023	Stationery & toilet consumables	Viking Direct	47.92	9.59	57.51
326	Toilet consumables	04/10/2023	Stationery & toilet consumables	Viking Direct	11.96	2.39	14.35
327	Utilities - Electricity	10/10/2023	Electricity charges GMCC	British Gas	636.16	127.23	763.39
328	Photocopier	08/11/2023	Photocopier lease 08/11/23-07/02/2024	Peac Finance	99.00	19.80	118.80
329	IT Support	26/09/2023	Computer cable	Amazon	4.40		4.40
330	Wages	04/10/2023	Locum fees for September	Vanessa Oliveri			
331	Business Rates	04/10/2023	Business Rates	CDC	655.00		655.00
332	GMCC Maintenance	04/10/2023	Rebuild dry stone wall	E & M Joynes	680.00	136.00	816.00
333	GMCC Maintenance	29/09/2023	Chain lock -to be returned	Toolstation	15.11	3.02	18.13
334	GMCC Maintenance	29/09/2023	Security chain	Toolstation	10.59	2.12	12.71
335	GMCC Maintenance	04/10/2023	Check boilers in flats	AGW Heating & Plumbing	75.00		75.00
336	Youth Club Supervision	04/10/2023	Youth Club Supervision	Inspire to Aspire	749.25	149.85	899.10
337	Water-Piece Hedge Allots	29/09/2023	Water-Piece Hedge allotments	Castle Water	18.17	3.63	21.80
338	Bank charges	30/09/2023	Bank charges Jul-Sept	Unity Trust Bank	45.45		45.45
339	GMCC Maintenance	02/10/2023	Refund for voucher 333, chain lock	Toolstation	-15.11	-3.02	-18.13
340	Play Rangers	04/10/2023	Quarterly payments Play Rangers Jul-Sept	Play Gloucestershire	3,313.50		3,313.50
341	Piece Hedge Water	17/10/2023	Piece Hedge Allotments water	Castle Water	30.72	6.14	36.86
342	Springvale Water	17/10/2023	Springvale Allotments water	Castle Water	6.95	1.39	8.34
			<b>Total</b>		<b>35,385.95</b>	<b>1,069.37</b>	<b>36,455.32</b>