

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

### **Minutes of the meeting of the Parish Council held at 7.00pm on Wednesday 2<sup>nd</sup> November 2022 in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr R Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, N Randall, B Sumner, L Wilkins.

**In Attendance:** Sharon Henley, Clerk, District Cllr N Maunders, PCSOs J Allen and K Graham.

**Members of Public:** None.

#### **Public Session:**

##### **Police Report**

A group of shoplifters had targeted local Co-Op stores. A s59 notice had been issued to a motorist, which was a warning to both driver and vehicle for anti-social driving. Drug and fraud awareness talks had been presented to the litter picking and Getting Connected groups. The Mobile police station would visit the village on 7<sup>th</sup> December. Dashcam footage could be submitted through to the police on-line – details to be passed to the Clerk for publicising. PCSOs Allen and Graham left the meeting following their report.

**County Cllr Paul Hodgkinson** – the report was read by the Chairman and Cllr Hodgkinson was not present.

Fosse Cross Household Recycling Centre was now available for same day visits by booking on-line.

Over 50s were urged to book their Covid and Flu jabs.

Rural minibus pilot - the new 'Robin' rural service had started and was being run by Pulhams. Information was available at <https://www.gloucestershire.gov.uk/transport/the-robin/>

Highways – there was no further word from GCC on the traffic flow and parking strategy which was shared with them in the early summer. Cllr Hodgkinson to chase.

##### **District Cllr Nick Maunders**

Bourton Vale coach park – the owners had agreed to extend the coach park facilities for a year until 31<sup>st</sup> December 2023. CDC had been requested to review the business rates but that was not contingent on the decision to close the car park. A follow up meeting with stakeholders would take place next month. The Rissington Road car park works had been delayed.

Tourist Levy - a further draft paper would be sent to the parish council following the recent meeting with CDC on projects for funding by the levy.

CDC's Budget consultation would go live on 8<sup>th</sup> November.

**22/189 Apologies for Absence:** Cllrs M Macklin, A Roberts, J Wareing, B Wragge. Village Warden Steve Cotton, County Cllr P Hodgkinson and District Cllr R Keeling.

**22/190 Declarations of interest in items on the agenda:** There were none.

**22/191 Minutes of the Parish Council Meeting held on 5<sup>th</sup> October 2022:** APPROVED.

**22/192 Matters arising:** There were none.

##### **22/193 Clerk's Report:**

- The King's Coronation was set for 6<sup>th</sup> May - only two days after the Parish Council elections on 4<sup>th</sup> May.
- The Clerk attended CDC Town & Parish Council Clerk's Forum on Elections Training. Details were provided on the estimated elections charges for each parish with £1,699.83 being the charge for a contested election in May 2023 at 50% of actual costs. 100% cost would be chargeable from May 2027. A contested bi-election would be charged at 50% from April 2024, 75% from April 2025 and 100% from April 2026 with the full cost being approx. £8,100. There would be no charges for uncontested elections and bi-elections.
- CDC confirmed that funding for the Community Support Officers ended on 30<sup>th</sup> September as no more Covid funding was available.
- The Redwood Bank account was open at 3% interest for one year and agreed funds set up for transfer.
- The Clerk won £50 credit for SLCC training and would highlight suitable training which could be covered FOC.
- The Cemetery shed was being removed by the contractor. The Clerk used delegated authority to arrange for urgent removal of asbestos roof sheets at a cost of £495 + VAT, invoice presented on Payments List for approval. Items had been found stored in the old shed which the contractor had been asked to remove at an additional cost (tbc), also under Clerk's delegated authority as they could not be left on site for safety reasons.
- Following notification of the new Building Reinstatement Cost assessment for the Community Centre, the insurer had advised of an additional premium of £610.41, invoice to follow.

- A contractor had quoted for repairs following a leak on the library ceiling. The quote to be discussed by the GMCC Committee.
- Christmas tree installation: It had been necessary to hire a telehandler which was suitable at a cost of £334 + VAT and standalone insurance (cost tbc) as it could not be covered under the existing policy. Arranged under Clerk's delegated authority for ratification by the VEC Committee.

#### **22/194 Planning Committee:**

1. To discuss/vote on any issues raised following the meeting on 19<sup>th</sup> October. No issues were raised. It was noted that Fullers had started work on the old de la Hayes site following the purchase. Cllr Davis raised issues with planning applications timing out prior to a decision being made by CDC. Cllr Maunday acknowledged that CDC were experiencing problems and offered to assist with liaison with Planning Officers.
2. Development of the old Co-Op/Countrywide site: To consider proposal by Cllr Davis to arrange an informal pre-planning application meeting with the purchasers of the site. APPROVED. The Clerk advised that some residents had also requested an information meeting.

#### **22/195 Village Environment Committee:**

1. To note the October meeting was cancelled. Next meeting to be held on 16<sup>th</sup> November.
2. GCC Highways Grass Verge Cutting Agreement (Papers 1a & b): To review and approve wording for inclusion with Grounds Maintenance tender documents. Total payments would be received of £414.16pa. APPROVED.
3. Village Maintenance Contract 2023-26: To note that this will be advertised following agreement of item (2) above. The Clerk to progress.
4. Grass Cutting at St Lawrence Church (Paper 2): To review further correspondence on annual budgeted amount. After consideration it was agreed to review annually rather than every two years, but there would be no link to any increase in the precept.

It was agreed to add an item to the next agenda to review ownership of metal fence at Stanway Green and other areas.

#### **22/196 Highways Committee:**

1. To discuss/vote on any issues raised following the meeting on 10<sup>th</sup> October. None were raised.
2. To co-opt a temporary committee member to cover Cllr Macklin's absence. It was APPROVED that Cllr Davis would act as a temporary member.

#### **22/197 Youth & Well-being Committee:**

1. To discuss/vote on any issues raised following the meeting on 10<sup>th</sup> October. There were no issues raised.
2. Update on remedial works at The Naught MUGA. The work to mitigate noise from the MUGA was now complete and satisfactory and BoWPC had requested compensation from the contractor. Warranty items at Melville and The Naught were still outstanding. Cllr Davis thanked Cllr Hicks and the Clerk for their work with the contractor to date.
3. Rye Crescent – remedial works to activity trail and Burmah (swinging) bridge (Papers 3a,b & c): To review Greenfields quote for £338 + VAT & Kompan's quote for £1582.10 + VAT and identify possible sources of funding. YWB had already approved the Greenfields quote but the Rye Crescent budget was overspent. The SSER Resilience grant earmarked reserve contained sufficient funds to cover this work and it was confirmed that permission was in place from SSER to use these monies for a suitable project. It was agreed to fund the work from the SSER EMR.
4. Co-Option of new committee member: To co-opt Cllr Wareing to fill the vacant seat. APPROVED.

#### **22/198 GMCC Committee:**

1. Flagpole: (Paper 4): To review plans to erect a flagpole and flag outside the Centre at an approximate cost of £1,350. If agreed, costs to be added to 2023-24 budget for final project approval in the new financial year. It was APPROVED to add these costs to the draft budget for 2023-24. The Platinum Jubilee Committee to be asked to consider using the earmarked reserves towards this project to ensure that funds were available this financial year, prior to the coronation.
2. Flat 2 remedial works (Papers 5a, b & c): To review options and quotes for work to bathroom and agree further actions. There were damp patches around the shower and a quote had been received. It was agreed that this should be discussed by the Committee the following week.
3. Damage to guttering: To note damage caused by third party and invoice for payment from Clanfield Guttering at £280 + VAT (Paper 6) for repayment by third party insurance. The repair work was now complete but the third party insurance claim was ongoing.

**22/199 Finance & General Purposes Committee:** To note meeting at 7pm on 3<sup>rd</sup> November.

**22/200 Co-Option Policy (Paper 7):** To review draft document and agree amendments or approve. The document was reviewed following recent GAPTC advice. The Clerk to add a reference to a paper ballot and with that amendment the document was APPROVED.

**22/201 Civility & Respect Pledge (Papers 8a, b, c & d):** Town and Parish Councils were being urged by the SLCC and NALC to sign the pledge to tackle poor behaviour across the sector.

1. To pass a resolution to sign up to the Civility & Respect Pledge. APPROVED.
2. To authorise the Clerk to create a Dignity at Work Policy from the template provided. APPROVED.
3. To authorise the Clerk to attend SLCC's on-line Civility & Respect training on 10<sup>th</sup> Nov at no cost to Council. APPROVED.
4. Clerk to research suitable training for Councillors and advise of dates, times and costs. APPROVED. The Clerk to approach GAPTC and the Monitoring Officer.

**22/202 Finance:**

1. To note the resignation of the Finance Officer and agree interim arrangements. It was agreed that the Clerk/RFO would take on all finance duties in the interim. Detailed proposals to be discussed at item 22/221. The Clerk was arranging for the FO's removal from the bank account.
2. Consider and approve the schedule of payments up to 2<sup>nd</sup> November 2022 (Paper 9a). Cllr Davis declared an interest in approval of her expenses claim and did not vote. APPROVED.
3. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cheques were authorised and Cllrs Hadley and Hicks to approve BACS payments.
4. Note the bank reconciliation dated 31<sup>st</sup> October (Paper 9b), the Summary Report (Paper 9c), Financial Forecast to 2<sup>nd</sup> November (Paper 9d) and Reserves Report (Paper 9e). Noted.
5. Appointment of Internal Auditor for 2022-23 (Paper 10): To consider quotes and appoint an auditor. Two quotes were considered. The appointment of GAPTC was APPROVED at a cost of £360.
6. Asset Register (Paper 11): To approve updated document following rebuilding cost assessment of the GMCC. DEFERRED pending the discussion by VEC on the fencing at Stanway Green and other areas.
7. Notification of price increases for Scribe. Scribe Accounting package to remain at last year's cost. Scribe Cemetery to be increased to £46.80 per month from the next renewal date in April. This had been noted on the draft budget for 2023-24.

**22/203 Land Transfer:** To consider CDC's further response on proposed transfer of areas at Rye Close and Rye Crescent (Paper 12). CDC had agreed to proceed with the transfer of just the Rye Crescent play area and would draw up heads of terms. This was APPROVED.

**22/204 Remembrance Day:** To confirm final arrangements and Parish Council representatives. The Youth Club wreath was to be laid by the group leader. Cllr Davis to lay the wreath for the parish council. The road closure permission had been requested to GCC Highways and confirmation was awaited.

**22/205 Training:** To approve Cllr Wareing's attendance at the GAPTC's Being a Better Councillor Parts 1 and 2 at a total cost of £50 + VAT. APPROVED.

**22/206 Coach Park provision:** Update from Cllr Hadley following meetings with CDC and stakeholders. Cllr Maunders had updated earlier in the meeting. Bourton Business Network and stakeholders would also meet the following week. A note to be added to the Browser to advise residents.

**22/207 Provision of Warm Spaces (Papers 13a, b & c):** To receive an update from the Clerk and consider request from Bourton Library. CDC's Community Wellbeing Manager confirmed that the Parish Council was not expected to set up a 'warm space' but the team were available to help with suggestions on the different approaches emerging in the various communities. The Library were hoping to set up a warm hub and asked whether the parish council could offer any assistance with provision of free hot drinks. Council APPROVED the lending of a tea urn and use of the kitchen when the Café did not have a booking. Cllr Davis was creating a summary of warm spaces for the website and suggested that Council consider approving a councillor to assist with updating the website in December.

**22/208 CDC's Rural Prosperity Fund (Papers 14a, b & c):** To ratify project submission sent to CDC to meet 21<sup>st</sup> Oct deadline. Outline project ideas were sent to CDC as a result of their initial request. Council APPROVED the submission of projects for 'refurbishment of the western edge of the Village Green' and 'refurbishment of Windrush riverbanks'. CDC to advise about the formal application process at a later date at which time the project proposals would be worked on by the parish council in more detail.

Cllr Maunders confirmed that 60 outline applications had already been received by CDC and these had been used to submit proposals to the government to obtain funding.

**22/209 CDC's Tourism Levy (Paper 15):** To review CDC paper on outcome of consultation, recommendations for projects and agree any further feedback following the meeting on 19<sup>th</sup> October. CDC to provide an update in the next couple of weeks with a further draft paper.

**22/210 Filming:** To consider request from Purple Productions to authorise the Clerk to sign a location release form for filming of A Cotswold Farm Shop (**Paper 16**). This was NOT APPROVED.

**22/211 Banner (Papers 17a & b):** To consider request from Cotswold Events to hang a banner advertising an event. Following discussion the request was NOT APPROVED.

**22/212 Recruitment of new councillors (Paper 18):** To discuss actions required in advance of May 2023 Parish Council elections. GAPTC were producing an Elections Toolkit. Cllr Davis presented suggestions to attract candidates from all sectors. It was agreed to put information in the Browser and website running up to the election.

**212/213 Annual Residents' Survey (Papers 19a & b):** Resolution by Cllr Wareing to conduct a survey. Wording and arrangements to be agreed. DEFERRED as Cllr Wareing was not present.

**22/214 Cotswolds National Landscape Management Plan Consultation (Paper 20):** To agree an outline response and delegate a councillor to submit to CNL by the deadline of 2<sup>nd</sup> December. Cllr Davis is a Board Member of CNL and requested that any feedback was sent to her.

**22/215 Reports from representatives on Outside Bodies:** Cllr Davis had been involved with Cotswolds National Landscape and the Forest School to work with young children and she encouraged councillors to help with future events. Cllr Davis had also attended some meetings of the Cotswold Community Network. It was understood that Cllr Roberts would attend a Flood Wardens Meeting.

**22/216 Correspondence:** To review correspondence received.

1. Email from local business owner pursuing public liability claim against the Parish Council (Papers 21a, b & c). The Clerk reported on correspondence received to date and the matter was being dealt with by the insurers. The solicitor had been asked to clarify land ownership responsibilities in respect of the shared driveway.
2. Request to bring WWII jeeps and park near the War Memorial for about 4 hours this coming Saturday or the one after, depending on the weather, to raise money for the Poppy Appeal. APPROVED.
3. GAPTC email on DLUHC Committee Funding Inquiry – examining funds available for Levelling Up. NALC has been asked to respond to the DLUHC Committee funding inquiry and had requested views from the sector by 10<sup>th</sup> November. Cllr Davis to draft a response for circulation prior to submission.
4. The Commissioner's Fund would be open for applications on 7<sup>th</sup> November. To be added to the Youth & Wellbeing Committee agenda.

**22/217 Items to Note:** Hawkstone Brewery were having three Christmas events 18<sup>th</sup> November, 4<sup>th</sup> and 18<sup>th</sup> December.

**22/218 Next Meeting:** Parish Council Meeting at 7pm on Wednesday 7<sup>th</sup> December 2022 in the Windrush Room, The George Moore Community Centre. Extraordinary Parish Council meeting to discuss 2023-24 Budget at 6pm on Thursday 3<sup>rd</sup> November.

**Public Session:** There were no matters raised.

Cllr Maunder left the meeting at this point.

**22/219 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 items are confidential as they relate to staff contracts, commercial tenancies and other matters. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/220 To receive an update from the Clerk on rent payments (Confidential Paper 22):** Following the update it was agreed to arrange a liaison meeting with Chairman, Clerk and tenant.

**22/221 To review options for staff recruitment including feasibility, impact on budget and agree further actions (Confidential Paper 23):** The matters raised in the paper were discussed. The following actions were agreed:

1. A Committee Clerk/Administration Assistant to be recruited for an initial 8 hours per week with Staffing Committee to approve documentation, arrange advertising and interviews. The final recruitment offer to be approved by full Council.
2. The Clerk/RFO to take on financial work previously carried out by the Finance Officer.
3. Village Environment, Youth & Wellbeing and Highways Committees to review frequency of meetings in order that workflow and workload may be better managed by the clerking team.

There being no further business the meeting closed at 21.45 hours.

## Appendix 1

Payments List - Council Meeting 2nd November 2022							
Payment Method/ voucher	Date of invoice	Invoice No	Payee	Item	Net amount £	VAT £	Total £
<b>Cheques</b>							
30005 (v.410)	25/10/2022	-	RBL Poppy Appeal	Wreaths for poppy appeal	125.00	0.00	125.00
<b>Petty Cash</b>							
412	26/10/2022	-	Cash	Petty cash - VAT items	128.45	25.71	154.16
413	26/10/2022		Cash	Petty cash - non-VAT items	116.40	0.00	116.40
<b>BACS</b>							
380	30/09/2022	819419	Wicksteed	Paint	25.00	5.00	30.00
385	20/10/2022		HMRC	Staff tax/NI - October	1,834.81	0.00	1,834.81
392	17/10/2022	SI-2268	Clanfield Guttering	Guttering repairs	280.00	56.00	336.00
393	05/09/2022	323	Maydays	GMCC Cleaning June-August	1,620.00	324.00	1,944.00
394	19/10/2022	243079	Kompan	Operational inspections of play equipment	300.00	60.00	360.00
397	24/10/2022	3277	Starboard Systems Ltd	Scribe annual subscription	648.00	129.60	777.60
398	24/10/2022	6968	Primary Water Solutions	Legionella risk assessment	420.00	84.00	504.00
399	24/10/2022	2087	The Wright Signs	Signage at Naight	170.00	34.00	204.00
400	24/10/2022	2088	The Wright Signs	Memorial plaque - for reimbursement	66.00	0.00	66.00
418-422	27/10/2022		Peter Pulham	Litter picking	205.00	0.00	205.00
426	31/10/2022	V236	Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
427	30/10/2022	109	Inspire to Aspire	Youth club supervision	821.43	164.29	985.72
429	26/10/2022	33132	Arnell & Hurcombe	Memorial plaque - for reimbursement	105.35	21.07	126.42
430	26/10/2022		Cllr A Davis	Travel expenses - DCD forum	16.65	0.00	16.65
431	31/10/2022	V237	Bibury	Hedge cutting at Naight	440.00	88.00	528.00
432	21/10/2022	14645	Chosen Fire Protection	Fire alarm inspection	661.25	132.25	793.50
433	28/10/2022	PI0016	Dave Perry	Weekly play area inspections	66.00	0.00	66.00

Bank transfer	02/11/2022	n/a	BoWPC Redwood Bank 1 year saver	As agreed 22/130	55,000.00	0.00	55,000.00
<b>Multipay Card</b>							
401	26/09/2022		Midcounties Co-op	Office supplies	1.35	0.00	1.35
402	03/10/2022	1453729	St John Ambulance	Cleaning wipes	10.65	2.13	12.78
403	10/10/2022		Midcounties Co-op	Office supplies	1.35	0.00	1.35
404	13/10/2022	PO4683059578	Farrow & Ball	Paint	38.50	0.00	38.50
405	17/10/2022		Midcounties Co-op	Office supplies	3.02	0.33	3.35
406	18/10/2022	8362744	Amazon	Paint	8.32	1.67	9.99
407	20/10/2022	4821938	Amazon	Paint	5.80	1.16	6.96
408	22/10/2022	282727	Amazon	Safety catches	4.57	0.92	5.49
409	26/10/2022		Lloyds bank	Monthly multipay fee	3.00	0.00	3.00
417	25/10/2022	A10287163373	Screwfix	Tarmac for pothole at GMCC	24.99	5.00	29.99
<b>DDs</b>							
381	06/10/2022	2660776	Crown Gas & Power	Gas charges - Flats 1&2 - September	5.47	0.27	5.74
382	15/10/2022	2658025	Crown Gas & Power	Gas charges - PC September	23.84	1.19	25.03
383	15/10/2022	2753748	Smartest Energy	Electricity charges - Sept	441.67	88.33	530.00
384	20/09/2022	PSI-0700090	Grundon	Refuse collections	145.24	29.05	174.29
386-7	06/10/2022	n/a	NEST Pension	Period end 30/10/2022	560.47	0.00	560.47
395	05/10/2022		Cotswold District Council	Business rates	624.00	0.00	624.00
396	05/10/2022		Castle Water	Water charges - GMCC	149.72	0.00	149.72
411	17/10/2022	2660775	Crown Gas & Power	Gas charges - The Cottage	15.47	0.77	16.24
414	28/10/2022		Castle Water	Water charges - Piece Hedge	4.17	0.83	5.00
415	28/10/2022		Castle Water	Water charges - Springvale	4.17	0.83	5.00
416	28/10/2022		Castle Water	Water charges - Cemetery Lane Allotments	48.85	0.00	48.85
428	13/10/2022	24214727	TalkTalk	Telephone charges	52.90	10.58	63.48

Staff Wages - separate online payments list (paid on 23rd)							
388	23/11/2022		S Henley	Wages - Nov			
389	23/11/2022		C Cooper	Wages - Nov			
390	23/11/2022		J Herbert	Wages - Nov			
391	23/11/2022		E Webb	Wages - Nov			
Totals					67,088.64	1,637.31	68,725.95
added after papers sent out							
* paid between meetings							
Power to Spend is General Power of Competence in all cases.							