

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 1st March 2023
in the Windrush Room at The George Moore Community Centre

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

In Attendance: Sharon Henley, Clerk, Steve Cotton, Village Warden and District Cllr Nick Maunder.

Members of Public: 3

Public Session:

The Police were unable to attend but a report from PCSO Kim Graham was read out by the Chairman. There had been an increase in the number of burglaries in the North Cotswolds and advice was given on securing outbuildings and garages as these had been targeted. Speed checks were undertaken in February and a partnership visit was made to the industrial estate by the police, Environment Agency and HMRC.

District Cllr Paul Hodgkinson was unable to attend but advised that GCC's administration voted through a council tax increase of 4.99% this month.

District Cllr N Maunder reported:

He was working to ensure that CDC's Rissington Road car park was open prior to Easter. The number of spaces would increase with an additional 6 spaces to include 16 EV car charging spaces. Drainage concerns had been addressed by CDC.

Plans to reclaim the Bourton to Kingham disused railway line as a cycling/walking/riding route were being progressed. Funding was being secured for a more detailed feasibility study and stakeholder consultations.

Steve Cotton, Village Warden reported that he had completed the treatment of the Parish Council's benches and these would be placed in the Jubilee Gardens and inside the new play area at The Naight. Steve would be starting 30 hours per week again from 1st April and was keen to spend time working more closely with parish councillors.

Member of Public

A resident raised concerns about information posted online on the availability of on-street parking. The Chairman advised that similar information was available for many towns and the Parish Council would not have the power to have the information removed.

The Chairman also advised that, in relation to the impact of parking, a possible Traffic Regulation Order (TRO) was being discussed with GCC Highways which could include 'no entry except for access' signage on some residential streets. *(NB the possibility of 'residents parking only' signs was also mentioned, but this was corrected following the meeting by Cllr Roberts).* The Parish Council had asked GCC for increased monitoring on parking but the service had come at a cost to the Parish Council.

A resident asked about the possibility of a park and ride scheme, but the Chairman advised that this would be challenging to implement as a compulsory purchase order would be needed to acquire suitable land.

The proposed TRO would also restrict access into Lansdowne by bringing traffic in via Station Road. GCC Highways had already started a consultation process on the impact of this part of the TRO.

Cllr Wragge highlighted that blue badge holders did not always park safely and that councillors had stickers to highlight issues to individual motorists.

The three members of public and the Village Warden left the meeting at this point.

22/321 Apologies for absence: Cllr A Roberts, County Cllr P Hodgkinson, District Cllr R Keeling.

22/322 Declarations of Interest: There were none.

22/323 Approval of Draft Minutes of the Parish Council Meeting on 1st February 2023: Cllr Davis requested that Maya Samuel's name be added as the Member of Youth Parliament and that 'Member' should be capitalised. With these amendments the minutes were APPROVED by all present at that meeting.

22/324 Matters arising: There were none.

22/325 Clerk's Report:

1. As part of the recent signing of the Civility and Respect pledge the councillors were asked to undertake relevant training which it was previously agreed the Clerk would arrange. GAPTC's Code of Conduct training was available on-line at a cost of £14 per person. It was agreed that the Clerk and Cllrs Davis and Jowitt would initially undertake the training and this to be added back onto the agenda at the Annual Meeting once the new Council was in place.
2. Annual Meeting: It was agreed to reschedule the meeting from 10th to 15th May to accommodate election requirements.
3. Extraordinary Meeting: It was agreed to hold a short meeting at 8pm on Thursday 27th April to approve payments, to accommodate the Annual Meeting being delayed until mid-May.
4. Meeting with Steve Rix to discuss Manor Fields. The previous meeting date was unsuitable so the clerk to confirm 5pm on Wednesday 15th March.
5. Gigaclear had sent their insurance docs and amended agreement in relation to the works on public open space adjacent to Croome Gardens. They confirmed that the contractor would not be digging to such depths as to disturb the sewer which was shown crossing the area. The Clerk signed and returned the agreement as previously instructed and confirmed that the Parish Council do not own the grass verges in Croome Gardens, Meadow Way or Beddome Way. The Clerk has requested notification of planned dates for the works.
6. Purchases under Clerk's delegated authority were noted as follows:
 - a. A replacement hot water urn for room hirers at £79.36.
 - b. Duplicate keys at £15 for standard keys and £34.85 for security keys.
 - c. Paint brushes and wood preserver for the benches at £32.09 as agreed by VEC for the Village Warden to undertake this work.

22/326 Planning Committee:

1. To discuss/vote on any issues raised following the meetings on 8th and 22nd February. Cllr Davis noted that the Grafters Hotel application had been refused by CDC.
2. Thames Water consultation (Paper 1): To consider any responses to be submitted. Cllr Davis read out the suggested response to the consultation on the freshwater supply up to 2070. This was APPROVED for submission by the Clerk.

22/327 Village Environment Committee: To discuss/vote on any issues raised following the meeting on 22nd February. The minutes were noted and there were no further items.

22/328 Highways Committee:

- 1) To discuss/vote on any issues raised following the meeting on 20th February. Cllr Wilkins updated in Cllr Roberts' absence.
- 2) To consider committee recommendations to transfer the following sums to an earmarked reserve:
 - a) Balance of Speed Reduction budget (currently £4,808) pending the purchase of further ANPR equipment or an additional VAS.
 - b) Balance of Footpaths budget 11010 (currently £510) to enable works to be conducted in better weather.
 - c) Balance of Lamp Melville budget 21036 (currently £1,000) owing to ongoing discussions with Bromford Housing regarding siting and permissions for a solar streetlight.

This was APPROVED and the Clerk to create one Highways earmarked reserve to include all three items.

22/329 Youth & Well-being Committee: There had been no meeting since 1st February.

22/330 GMCC Committee:

1. There had been no meeting since 1st February.
2. Plumbing Quotes (Paper 2): To consider quotes totalling £460 from AGW Heating & Plumbing for general maintenance and legionella risk assessment actions. APPROVED.

22/331 Staffing Committee: To note a meeting is scheduled for 5pm on Wednesday 29th March in the Windrush Room. This was noted.

22/332 Finance & General Purposes Committee: There had been no meeting since 1st February.

22/333 Finance:

1. Consider and approve the schedule of payments up to 1st March 2023 (Paper 3a). The list was APPROVED with the addition of one late invoice for Paxweld at £1,980.00 (see list at Appendix 1).

2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cllrs Hadley and Hicks to approve BACS payments and there were no cheques.
3. To note the bank reconciliation dated 28th February (Paper 3b), the Summary Report (Paper 3c), Financial Forecast to 1st March (Paper 3d) and Reserves Report (Paper 3e). These were noted. The Clerk advised that the outstanding credits of £372 related to cheques sent to the bank by post but not received by Unity Trust or credited. The hirers to be asked to check their accounts and re-issue the cheques. The Clerk advised that Unity's cash banking arrangements would change in May and it would no longer be possible to pay cash in via the Post Office. The nearest bank available was the NatWest in Witney. The Clerk to investigate costs for the bank's provision of a card reader.
4. VAT: To ratify the decision from 2014 for the Parish Council to become VAT registered, as per Certificate of Registration for VAT dated 17th September 2014. The Clerk advised that the Council had completed their VAT Registration in 2014 following advice sought and discussed during meetings held at the time. This enabled VAT to be charged on leases, rents and hirer fees. However, there was no formal resolution passed to become VAT registered. Following advice from GAPTC the Council were asked to ratify this decision. This resolution was APPROVED.
5. Grant funding for Bourton Rovers football club (Paper 4): To consider further request from the club in respect of the large grant. The club advised that they would be unable to complete the garage project this financial year and costs for completion were currently unclear. A list of alternative projects for the grant had been suggested. Following discussion it was proposed to withdraw the grant because it would not be able to be used as originally proposed and not within the current financial year. This was APPROVED. The Clerk to write and suggest that the Club apply for a small grant in the next financial year as there was no provision for large grants during 2023-24.

22/334 Internal Auditor's Report for 2022-23 (Papers 5a, b & c)

1. To receive and accept the report and recommendations. The document was reviewed and APPROVED.
2. To review Clerk's recommended actions and approve. The Clerk read out the proposed actions and these were APPROVED.

22/335 Tourist Levy Funding:

1. To confirm receipt of monies from CDC totalling £48,463.20. This was noted.
2. To ratify the set-up of new earmarked reserve for total amount. APPROVED.
3. To confirm invoices already allocated to earmarked reserve and any further actions required. The Clerk confirmed that items charged to date were GCC's CEO additional hours July-Sept £4,138.54 + VAT and Bibury Landscapes re-turfing £2,903 + VAT. This was noted.
4. To consider recommendation from the VEC Committee to submit a further funding bid (as per quote received) for £6,690. This is to cover damage to the stone edge by the riverbank at £1,290 and for repointing (and possible rebuilding in some parts) of the wall from Birdland to Clapton Ford (£5,400). Council APPROVED and the Clerk to make the request to CDC.

22/336 Elections (Paper 6a & b): To receive an update from the Clerk on arrangements and key dates. The Notice of Election would be published by CDC on Friday 17th March. The number of Parish Council seats would increase from 11 to 13. Nomination Papers were available on CDC's website and from the Clerk but must be hand-delivered to the Returning Officer at CDC's offices in Trinity Road, Cirencester during office hours from Monday 20th Mar until 4pm on Tuesday 4th April. The Statement of Persons Nominated would be published no later than 4pm on Wednesday 5th April and this would show whether the seats would be contested and if an election would be required. Half of any election costs would be charged to the Parish Council. The Election date was Thursday 4th May and the vote count from 11am on Friday 5th May. Current Parish Councillors would be in post until 8th May and the new term from 9th May onwards. New and returning councillors must complete a Declaration of Acceptance of Office and Register of Interests form prior to commencing any duties.

22/337 Coronation:

- 1) To receive update from the Working Group. Cllr Wareing reported that the Bourton Big Lunch would take place on Sunday 7th May from 1.30pm to 4.30pm on the field between the Primary School and the Cotswold School. Following the Coronation theme there would be a picnic for this free event. Costs would include portaloos, first aid and staging but the school were providing electricity. There would be singing from the Cotswold Choir and other entertainment, including music by a DJ from Cotswold Radio.

Cllr Wragge suggested that Mindsong might be interested in providing musical entertainment. Cllr Davis to liaise with Steve Cotton on volunteer opportunities for the Big Help Out on Bank Holiday Monday.

- 2) To consider proposals to use approximately £500 from the Platinum Jubilee earmarked reserve to fund initial expenditure on Coronation events. APPROVED. It proposed that the £1,000 in the 2023-24 Coronation budget be made available for use by the working party (subject to requirements of the Financial Regulations) and this was APPROVED. The Clerk was given delegated authority to make the deposit for the Portaloos from the Platinum Jubilee earmarked reserve.
- 3) To consider a proposal from Cllr Hicks to provide Coronation medals, coins or mugs. Costs and funding source tbc. Cllr Hicks presented a sample of a wooden coaster which would cost £1.75 each and could be given to the first 100 children who attended the picnic. Following discussion, Council APPROVED the purchase of 120 coasters at a total cost of £210. The Clerk to purchase from the earmarked reserve following confirmation from the working group.

22/338 Annual Parish Meeting – 7pm on Wednesday 22nd March: To agree arrangements for the meeting. Invitations to speak had been sent to all those who came to last year's meeting. The Clerk to circulate a list of invitees to councillors in case there are any further suggestions. The Clerk was authorised to purchase drinks and snacks for the meeting from the Chairman's allowance.

22/339 IT Back-ups for shared drive and Microsoft 365: To consider quote of approximately £180 from Imaginative Solutions to research and make recommendations for suitable office systems. Following discussion this item was deferred. A new IT Subcommittee would be elected in May and could therefore address this matter.

22/340 Reports from representatives on Outside Bodies:

Cllr Davis had been researching local Neighbourhood Development Plans with a view to getting ideas for a similar plan for Bourton. Cllr Davis had attended the Cotswolds National Landscape Board Meeting. Staff were moving to new locations next month, including Greystones.

Cllr Wragge reported that the Getting Connected Group (to assist residents with their IT skills) was going well. The Baptist Church were inducting their new minister at 3pm on 11th March. During the Dementia Week in May there would be representatives to speak to members of the public at the Co-Op and Tesco.

22/341 Correspondence:

1. Letter from the Victoria Hall Committee requesting volunteers. Parish Councillors were asked to consider the request for new committee members.
2. CDC Safer Streets consultation from 1st to 17th March: The consultation asked for suggestions of places that may need a refresh in order to become safer spaces. The Melville to Kings Meadow dark pathways, the pathways from the Primary School through to the Embankment bridge into High School playing fields, and the pathway from Manor Fields in Station Road along to the Football Club grounds were all suggested. Councillors to submit any further suggestions to the Clerk and if no other input was received then the Clerk to submit all three, with a preference for the third suggestion.

22/342 Items to Note:

1. Cllr Davis met with Co-Op senior management re white lining of car park and safety aspects of the car park. She also worked with Maya Samuel, the Member of Youth Parliament, on suggestions which were accepted by the Co-Op for withdrawing brightly packaged vape products and the need for an ID card with proof of age required for purchase.
2. Cllr Hadley was approached by a resident about suggestions for possible community-use ground adjacent to the Cricket Club. Headspace had been mentioned and the resident had a meeting with them in relation to the organisation using it for a quiet space.
3. Cllr Davis highlighted that a Community Compost Scheme had been set up elsewhere in the county and hoped a similar scheme could be introduced locally.
4. A follow-up coach parking meeting would be held with CDC and stakeholders to further pursue plans following the closure of the existing coach park provision in December 2023. Cllr Hicks suggested selling part of Jubilee Orchard for car parking to make additional space for coach parking.

22/343 Next Meeting: The next Parish Council Meeting will be held at 7pm on Wednesday 5th April 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: Cllr Maunder reminded councillors of a follow-up meeting with CDC to discuss bins at 4pm on 22nd March. Cllrs Hadley, Wareing and Roberts to attend.

22/344 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 commercial tenancies and legal documents. As such, the press and public are excluded from this part of the meeting. APPROVED.

22/345 Tenancies (Confidential Paper 7)

1. To receive an update from the Clerk on rent payments. The Clerk updated as per Paper 7 and this was noted.
2. To agree any recommendations for amendments to charges. The recommendations made by the GMCC Committee and outlined in Paper 7 had been discussed with the tenant and were APPROVED.

22/346 To consider advice from GAPTC on signing of legal documents and agree any further actions required.

The Clerk outlined advice given by GAPTC. Cllr Wilkins to make enquiries and, following that, the Clerk to seek legal advice from the insurers.

There being no further business the meeting closed at 20.50 hours.

Appendix 1 – Approved Payments List

Description	Supplier	Net £	VAT £	Total £
Electricity (inv. amended) 1st Dec-18th Jan & 18th-27th Jan	British Gas	1,930.46	386.09	2,316.55
Play Rangers sessions Sept-Dec 2022	Play Gloucestershire	2,461.99		2,461.99
Play Rangers sessions Sept-Dec 2024	Play Gloucestershire	574.51		574.51
Agendas & Minutes writing course for J Catlow	SLCC	70.00	14.00	84.00
Balance of domain renewal 2 years	Imaginative Solutions	69.30		69.30
Gas charges - PC	Crown Gas & Power	302.83	60.57	363.40
Waste management	Grundon Waste Management	200.49	40.10	240.59
Repair section of dry stone wall in Jubilee Orchard	E&M Joynes	120.00	24.00	144.00
Copy charge for January	Sharp	25.00	5.00	30.00
Internal audit costs	GAPTC	373.50		373.50
Photocopier quarterly charge Feb-May & doc fee	Peac Finance	249.00	49.80	298.80
Gas charges - Flats 1 & 2	Crown Gas & Power	113.42	5.67	119.09
Maintenance of intruder alarm	ADT	234.99	47.00	281.99
Handrails for GMCC as per dementia audit actions	SimpleHandrails.co.uk	848.75	169.75	1,018.50
Assistant Clerk - Pension Feb	NEST		Redacted	
Clerk pension - Feb	NEST		Redacted	
Staff tax/NI - Feb	HMRC	1,859.92		1,859.92
Cleaning services	Maydays	3,240.00	648.00	3,888.00
Duplicate keys for GMCC	Armadillo Locksmiths	29.04	5.81	34.85
Roof repairs	Allsworth Roofing Ltd	190.00	38.00	228.00
Configure Ass Clerk PC	Imaginative Solutions	240.00		240.00
Committee Clerk - Mar salary	Julie Catlow		Redacted	
Clerk salary - March	S Henley		Redacted	
Assistant Clerk - March salary	J. Herbert		Redacted	
Caretaker - March salary	E. Webb		Redacted	
Turf repairs to Village Green	Bibury	2,903.00	580.60	3,483.60
Grounds maintenance - Feb	Bibury	1,851.67	370.33	2,222.00
Gas charges - The Cottage	Crown Gas & Power	80.74	4.04	84.78
Land Registry details requested by Planning Cttee	Land Registry	35.94		35.94
GMCC cleaning items	Tesco	10.32		10.32
Skip hire for Cemetery during March	HT Waste Recycling Ltd	138.00		138.00
Duplicate keys	Bourton LR Ltd	12.51	4.17	15.00
Replacement hot water urn	Direct365	66.13		79.36
Milk	Mid Counties Co-Op	1.05		1.05
Water for GMCC	Castle Water	106.30		106.30
Monthly card fee	Lloyds Bank	3.00		3.00
February litter picking	P Pulham	180.00		180.00
Electricity for GMCC 27th Jan-27th Feb	British Gas	1,062.16	212.43	1,274.59
Access audit items for GMCC	The Stick & Cane Shop	6.66	1.33	7.99
Access audit items for GMCC	City Plumbing	109.26	21.85	131.11
Milk	Mid Counties Co-Op	1.05		1.05
Youth Club provision for Feb	Inspire to Aspire	821.43	164.29	985.72
Weekly inspections 4th-24th Feb	David Perry	88.00		88.00
Supply and fit memorial bench	Paxweld	1,650.00	330.00	1980.00
	Total	23,579.23	3,182.83	26,027.99