

Bourton-on-the-Water Parish Council

Minutes of an Extraordinary Meeting of the Parish Council held at 6.30pm on Tuesday 30th May 2023 in the Windrush Room at The George Moore Community Centre

Those Present: Cllr L Hicks (Vice Chairman – in the chair), Cllrs S Coventry, A Davis, M Macklin, M Samuel and J Wareing.

In Attendance: Sharon Henley, Clerk.

Members of Public: There were none.

Public Session: None present.

23/036 Apologies for absence: Cllrs B Hadley, A Roberts, L Wilkins and B Wragge. Cllrs Jowitt and Launchbury were absent.

23/037 Declarations of Interest: There were none.

23/038 Tourist Levy Projects 2023-24 (Paper 1): To consider and approve draft list for submission to CDC for public consultation. The following list was APPROVED. The Clerk to submit the list to CDC and request that the choices were ranked in order of preference by those voting in the survey.

Highways

1. *Develop and implement a strategy to manage traffic and parking issues around the Parish.*
2. *Continue to support additional Parking Enforcement hours.*
3. *More dropped kerbs in the Village Centre in addition to those already mentioned in this year's Tourist Levy to improve accessibility.*
4. *Upgrade hard surface on the footpath at Periwinkle Bank (alongside of Willoughby Place between Station Road and Cemetery Lane).*

Community

5. *Increasingly people expect to access up to date information on their smartphones. Many Cities, Towns and villages already have a dedicated app. We are suggesting the development of a Bourton App to provide a central resource for residents, businesses, retailers, local services, charities and community groups to promote and/or support Bourton.*
 - a. *For residents maintain up to date directories of services (probably coordinating with Bourton Browser and the Bourton Village Information Centre).*
 - b. *Promote local businesses and attractions. Incorporate a loyalty scheme to encourage residents to shop local.*
 - c. *Highlight the history and buildings of significant note around the village.*
 - d. *Promote public transport, walking and cycling routes.*
 - e. *A map and key facts, including how best to approach the village (in line with Traffic Strategy). Potentially at some point in the future providing live feed data to indicate car parks and village is full.*
 - f. *A job vacancies board.*

Village Green

6. *Set aside £5k for annual repairs to the Green including reseeding/turfing.*
7. *Set aside £3k for annual repairs to the riverbank.*
8. *Additional cobbled tiles to cover areas of the riverbank walk still showing signs of heavy footfall.*
9. *To introduce protection from vehicle traffic around Clapton Row Green (e.g. planting lavender bushes around the periphery).*
10. *A contribution towards a fund to improve the area under the willow tree, extend the riverbank, secure railings to prevent vehicles reversing into street furniture, level the ground at the back and to the side of the War Memorial, install a footpath along the Western edge of the Green along Sherborne Street.*
11. *Some financial support for the erection and removal of the Christmas tree.*
12. *Aesthetically pleasing temporary stand-alone fencing to replace netting.*

13. *Reposition riverside benches and/or add slabs for wheelchair parking.*

Paved area in front of The Willow Pub & Restaurant in the High Street

14. *Planters and possibly combined seats or separate circular seating around trees to prevent vehicles from parking.*

23/039 Full Fibre request (Paper 2): To consider request to dig. The request was for an 88m long trench along with Village Green, to include around 2m of footpath. The Clerk to request an on-site meeting with the contractor to discuss the request, including the location and timings and a deposit would be required in order that the ground could be made good following the work if required. The Clerk to highlight the importance of the Village Green within the village and the heavy use it sustained, particularly during the summer months. Any updates to be discussed at the June Council meeting.

23/040 Litter Picking Volunteers:

1. To receive update from the Clerk on an accident report. A volunteer litter picker had a fall on uneven ground and sustained an injury which was reported to the HSE under RIDDOR requirements.
2. To receive and approve updated risk assessment for litter pickers (Paper 3). The Clerk reviewed the risk assessment following the accident and was awaiting input from the Volunteer Co-Ordinator to finalise the document for the June meeting. Litter picking around water to be included in the list of hazards.

23/041 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.

23/042 Staffing Matters (Confidential Paper 4): To receive and approve an update. The update was APPROVED. The Clerk to add two HR consultancy quotes to the agenda for the June meeting. Cllr Davis to forward updated NALC documentation to the Clerk.

The meeting was re-opened to the public following item 23/042.

23/043 Recruitment of Committee Clerk/Administration Assistant (Paper 5a, b & c): To approve recommendation from Staffing Committee to commence recruitment at terms and conditions shown. Offer of employment to be pre-approved by full Council. The documents were APPROVED and it was noted that some applications had been received, with a closing date of Friday 16th June.

23/044 Finance:

1. Consider and approve the schedule of payments up to 30th May 2023 (Paper 6). See Appendix 1. APPROVED. Cllrs Hicks and Davis to approve the bank payments.

23/045 Items to Note:

1. The Village Warden had reported that travellers had parked a horse and cart on the Village Green on Saturday. They had been requested to move but had not done so and the police were unable to assist. It was understood that they had now left the area. The Clerk to add an item about a possible new by-law sign to the next VEC agenda and Highways Committee to discuss the provision on a 'no loading' sign near the Village Green.
2. An agenda item to be added to the full Council meeting to discuss the number of hours and job specification for David Perry to replace those worked by Peter Pulham.
3. Grass cutting was not being completed as per the specification at the Rye Crescent play area or along the Rissington Road. The Clerk to liaise with the contractor.

23/046 Next Meeting: 7pm on Wednesday 7th June 2023 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.11 hours.

Appendix 1

Voucher	Code	Payment Method	Date	Description	Supplier	Net	VAT	Total
107	Wages	BACs	12/06/2023	Committee Clerk - June Salary	Julie Catlow			
108	Wages	BACs	23/06/2023	Clerk - June Salary	S Henley			
109	Wages	BACs	23/06/2023	Assistant Clerk - June Salary	J Herbert			
110	Wages	BACs	23/06/2023	Caretaker - June Salary	E. Webb			
111	Pensions	DD	30/05/2023	Assistant Clerk - Pension May	NEST			
112	Pensions	DD	30/05/2023	Clerk - Pension June	NEST			
113	Tax - NI	BACs	30/05/2023	Employers Tax/NI May	HMRC	1,900.14		1,900.14
114	IT Support	Multipay Card	17/05/2023	Microsoft accounts	Microsoft Ireland Operations Ltd	62.85	12.57	75.42
115	IT Support	Multipay Card	17/05/2023	Microsoft Business Accounts	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
116	SSEN Resilience Grant	Multipay Card	16/05/2023	A board	DWA Group Ltd	37.60	7.52	45.12
118	Chairman's Allowance	Multipay Card	30/04/2023	Leaving gift for P Pulham	Fosseway Garden Centre	50.00		50.00
119	Licence & Lease renew	Multipay Card	16/05/2023	TV license	TV Licensing	159.00		159.00
120	Utilities - Water	DD	05/05/2023	GMCC Water - March	Castle Water	106.30		106.30
121	Bank Charges	Multipay Card	17/05/2023	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
122	Coronation	BACs	30/05/2023	Choir for Coronation Event	Cotswold Choir	100.00		100.00
Total						8,387.77	26.27	8,414.04