

**BOURTON ON THE WATER PARISH COUNCIL
MINUTES OF THE MEETING OF BOURTON ON THE WATER
PARISH COUNCIL HELD ON WEDNESDAY 6TH APRIL 2016
AT 7.00PM IN THE GEORGE MOORE COMMUNITY CENTRE, MOORE RD, BOURTON ON THE WATER**

Present: Cllrs B Sumner (Chair), J Cowen, T Faulkner, L Hicks, J Hovard, N Randall, E Rumsey, B. Wragge, J Stocker.

Police Report: There was no Police report.

Public: There were no questions from the public.

15/201: Apologies for Absence:

Apologies for absence were received from Cllr B Harden.

15/202: Declarations of Interest in Agenda Items

There were no declarations of interest in any agenda items.

15/203: Minutes of Council Meeting held on 2nd March 2016 and Minutes of APM held on 30th March 2016

Cllr Faulkner proposed the Minutes of the Council meeting of 2nd March be accepted as a true record of the meeting, seconded by Cllr Hicks. Unanimous agreement in favour of those present in March. Approval of the Minutes of the APM held on 30th March was deferred to the May meeting.

15/204: Matters Arising from the Minutes

15/188 - Fund-raising initiatives: It was agreed that the Schedule will be made available to the public FOC.

15/199 Correspondence:

Queens 90th Birthday Commemorations: The Beacon will be lit at 7.30pm, with thanks given to volunteers who assisted with the preparation of the structure. Cllr Rumsey proposed a budget of £100 for costs associated with the commemoration, seconded by Cllr Wragge. Unanimous agreement.

Litter Pick: Suggestions submitted by a resident for a more comprehensive exercise will not be achievable within the timescale for the commemoration, and the Clerk was instead instructed to arrange a general litter pick by volunteers and local schools prior to the 21st April. Residents will be invited to lead on a wider exercise in 2017 to raise general awareness of littering throughout the village.

15/205: Casual Vacancy

Cllr Sumner confirmed receipt of 2 letters of resignation from Cllrs Vann and Harden, effective 31st March and 6th April respectively. Notices will be displayed in accordance with established procedure. In the event that a poll is not called, it was agreed to advertise for applicants in the next Browser. The deadline for receipt of applications will be 12th May, and councillors will meet with applicants before 31st May so an appointment can be made at the meeting on 1st June. If a poll is called, this will be reported at the next meeting and progressed in the usual manner. Sincere thanks were offered to both outgoing councillors for their contribution over many years. Councillors will stand in on all committees, as required and available, until new appointments are made.

15/206: County Councillor Report on Matters Affecting the Parish

Cllr Hodgkinson had given apologies, and a brief e-mail report regarding an ongoing personal injury complaint.

15/207: Ward District Councillors Report on Matters Affecting the Parish

Cllr Wilkins reported that he is also involved in discussions with Cllr Hodgkinson and other parties relating to the above injury complaint and confirmed that a TPO is attached to the tree outside the Windrush Café. CDC Licensing will re-circulate a Licensing application relating to street trading activity on the Industrial Estate for Council and other interested parties to submit comments. Cllr Wilkins will forward an application form relating to CDC's Youth Grant Fund for the Playing Field Committee to draft and submit an application, and will ascertain and confirm the extent of the total fund available.

Cllr Wilkins left the meeting after this report

15/208: Playing Field Committee Report

The following expenditure was discussed further, following circulation of the minutes:

The Naight - fencing: The quote from S. Newman was not approved, and a second quote will be obtained for the Committee's consideration.

Tesco's Grant Fund: The Committee will draft and submit an application in respect of new play equipment at the Naight.

Melville: The Committee will instruct replacement of the damaged Xerscape equipment signage.

Family Fun Day 12th June: This was re-discussed in light of various street parties taking place on the same weekend, and the withdrawal of the charity providing refreshments due to a clash of events. It was felt that there would still be sufficient local support for the event, which will go ahead, and an alternative provider of refreshments will be sought.

15/209: Burial & Allotment Committee Report

Minutes had been circulated and the following was discussed further:

Disabled Access Grave: The Council agreed to open up a new row to provide a disabled access grave.

Tree works: The Committee will discuss a resident's request for the removal of a tree from a plot.

Jubilee Garden of Remembrance: It was noted that the Committee will advertise for a new gardener at the end of April, notice having been given to the current gardener – volunteer assistance will be sought until the new contract is in place.

15/210: Traffic & Footpath Committee Report

Minutes had been circulated and the following was discussed further:

Proposed village centre 20mph zone: Comments have been submitted to GCC and scheme documentation is being prepared.

Resident parking: General concerns regarding increased parking on footpaths and in contravention of parking restrictions were discussed; the Committee will liaise with APCOA and seek enforcement in problem areas to help improve traffic and pedestrian circulation.

Highway maintenance: In light of GCC's ever-reducing maintenance budget the Committee will identify the priority issues and focus Committee attention accordingly.

15/211: Village Maintenance Committee Report

The following expenditure was agreed:

Rissington Rd lay-by: Cllr Faulkner proposed Council approve the sum of £250, within the existing budget, for the hire of a JCB to assist in completing works at the lay-by, seconded by Cllr Hovard. Unanimous agreement.

Village Green: Discussions regarding the general protection of the Green to include a slight extension of cobbled paving by the Jubilee bench are ongoing in Committee.

Riverbank works: These have been instructed, timing to be dependent upon grant applications.

Community Centre: Concerns were expressed regarding the unsatisfactory restoration of the road surface on Moore Rd boundary by Thames Water following recent works; the Clerk will liaise with Thames Water Customer Services to seek soonest reinstatement. Cllr Faulkner is progressing the installation of a new gas supply in respect of proposals to replace the existing heating system in the Community Centre. It's hoped that the final phase of tarmacking of the car park can be timed to take place after any works required relating to the gas supply, to avoid the new surface being disturbed.

Chestnut Green planter: Cllr Stocker proposed a budget of £250 for planting throughout the Summer, seconded by Cllr Hovard. Unanimous agreement.

Linden Homes: The Clerk was instructed to liaise with Linden Homes regarding the Council's request for assistance with various ground maintenance work projects.

Amey Community Involvement: Committees will re-consider suitable schemes, now that assistance cannot be provided in respect of the Rissington Rd lay-by project.

15/212 Planning:

Minutes had been circulated and Cllr Sumner reported as follows:

Bourton Chase Phase III: Payment of the S106 contribution has now been received and allocated to works at the Community Centre, in accordance with conditions attached to the contribution.

Co-Op: The Co-Op has reported that construction works are now being put out to tender and works are expected to re-commence on-site once this exercise has been completed. Residential orientated retail units are intended to be provided on the site of the existing Co-Op store, following the move across Station Rd.

15/213: Village Green Bookings

There were no new bookings to consider.

15/214: Community Centre Update

Cllr Sumner reported as follows:

GCC Lease: Negotiations regarding a lease revision and problems with the heating system are still ongoing. A meeting will be held with GCC in April to discuss both issues, which include a proposal to replace the heating system.

Roof leak: The current problem, which pre-dates the Council's purchase of the building, is being investigated and repairs should be completed shortly at no cost to the Council.

15/215: Finance

Expenditure: Cllr Sumner read the circulated cheque list. Cllr Faulkner proposed the payments itemised on the list in the sum of £30,332.43 be approved, seconded by Cllr Hicks. Unanimous agreement, all cheques were signed.

Annual Review of Model Publication Scheme, Standing Orders, Annual Risk Assessment, Internal Financial Controls and all Council Policies: Cllr Stocker proposed Council approve the revisions to all documents, as circulated, in line with recommendations made by the Finance Committee, seconded by Cllr Sumner. Unanimous agreement.

Browser flier: Cllr Randall proposed Council approve the sum of £40 to insert a flier in the Browser to raise resident awareness regarding the reporting of various problems to CDC/GCC, seconded by Cllr Rumsey. Unanimous agreement.

Annual Return 2015-16: The deadline of 1st June for submission of the Return to Grant Thornton was noted – Cllr Stocker will verify all end of year figures prior to reporting to the Finance Committee in April and seeking Council approval in May.

Code of Conduct: Cllr Stocker proposed the revised Code which provides for obligations set out in The Localism Act 2011 be adopted, seconded by Cllr Sumner. Unanimous agreement.

Banking arrangements: A lengthy debate took place regarding the proposed administrative changes required to enable the Council to register for on-line banking and authorise BACS payments in accordance with a schedule established on-line by the Clerk; this can only be achieved through the addition of the Clerk as a signatory to its Lloyds account. This will require further amendments to the Council's Financial Controls to ensure appropriate protection of the Council's finances. Concerns were expressed that an alternative bank may offer better value and services. Cllr Randall proposed Council approve the addition of the Clerk as a Full Access Delegate User and the subsequent registration for on-line banking and the amendment of Financial Controls to require 3 signatory authorisations in future, to limit the Clerk's powers. Seconded by Cllr Stocker. 8 votes in favour, 1 abstention. Proposal carried. The Clerk was instructed to prepare paperwork for signature. It was agreed that the Finance Committee will re-discuss the long-term provision of banking services and make recommendation to Council once a full comparison of benefits has been completed.

The Clerk was instructed to prepare paperwork to amend signatories accordingly, to reflect the above decision as well as recent changes to Council membership. New councillors will be added at a later date.

Cllr Stocker proposed Council authorise the signature of 6 Direct Debit mandates in line with the circulated schedule in favour of Council's regular suppliers, seconded by Cllr Sumner. Unanimous agreement.

Minute Writing: The Clerk summarised recommendations from the recent GAPTTC training course. Cllr Stocker proposed Council adopt the recommendations to the preparation of the Agenda and Minutes with effect the May meeting. Seconded by Cllr Cowen. Unanimous agreement. The Clerk was instructed to circulate a full written summary.

15/216: Correspondence

The correspondence circulated to Council was noted, and the following was approved:

GRCC Survey: The Clerk will respond, identifying the village's priority issues and concerns.

CPRE AGM: Cllr Wragge will attend the AGM on 4th May.

Resident and visitor correspondence: The Clerk was instructed to respond in line with discussions.

15/217: AOB

Naight Playing Field: Cllr Cowen reported on a meeting with RBL Branch management to discuss concerns at the proposed re-location of the goal post; these concerns have been allayed by the type of equipment to be installed and its siting.

Public Questions:

Howard Crook made a suggestion that parents of pupils are included in the proposed Litter Pick, and provided information on a potential expansion of the Men in Sheds activities to include younger members. It was also suggested that the local U3A Group be canvassed to assist with the Fun Day and that compost can be made available FOC for the Chestnut Green planter – Clerk to progress.

CHAIRMAN'S SIGNATURE.....

DATE:.....

Financial decisions:

Minute No	Item	Power	Sum (ex VAT) £
15/204	Queen's 90 th Birthday Commemoration Budget	Local Govt Act 1972, s.111	100.00
15/211	Rissington Rd lay-by – JCB hire Chestnut Green planter – seasonal planting	Open Spaces Act 1906, s.9/10 Open Spaces Act 1906, s.9/10	250.00 250.00
15/215	Browser flier – Report It information	Local Govt Act 1972, s.111	40.00