

Bourton-on-the-Water Parish Council

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

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

In Attendance: Sharon Henley, Clerk/RFO. County Cllr P Hodgkinson.

Members of Public: 6

Public Session:

A resident expressed concerns about the current proposals for a coach drop-off point in Station Road and urged the Parish Council to put pressure on Cotswold District Council to find another solution.

A resident did not believe that the proposals to fund planters and seating in front of The Willows pub was a viable use of Council funds and had no knowledge of the public consultation on use of the Tourist Levy.

A resident explained that she had written to the Parish Council regarding the Garden of Remembrance (discussed at 23/203 (1)). She expressed her concerns on the lack of maintenance in this area over the last two years and had carried out some clearance work herself.

A representative of Bourton Business Network expressed disappointment in Cotswold District Council's recent stakeholder meeting on coach parking, in his opinion, the solution proposed was now not viable. He urged Cllr Hodgkinson to ensure that CDC looked for a solution which would ensure a safer environment for residents and visitors.

Police Report – The Chairman read out the report as no officers were available to attend. There had been 16 recorded crimes over the period with an increase in burglaries and residents were urged to secure their properties. The next Police Point would be held at the George Moore Community Centre between 2 and 3pm on 15th November. Various crime prevention items were available to purchase at Stow Police Station. The Clerk was asked to request the Police to publicise their Mobile Police Station and Police Point dates more widely.

County Cllr Paul Hodgkinson reported:

There was good news that rail ticket offices would not now be closing.

Covid was believed to be contained this year, but flu was more of a concern. Residents were urged to get a flu jab and those not eligible for a free jab could get theirs done for a small fee at some pharmacies.

Council finances were under terrible pressure all over the country with 1 in 10 councils expected to go bankrupt in the next 12 months. GCC's children's services were already overspent for the financial year and some difficult decisions would need to be made.

The Traffic Regulation Order to prevent parking in residential roads was still being discussed. Money was available but could be used for coach parking if necessary. Road marking work had been pending for a long period with poor weather given as an explanation.

District Cllr Jon Wareing reported:

CDC's finances were also under tremendous pressure. Green bins costs were not met by charges, so composting was being encouraged.

The Car Parking Strategy was being updated and the Parish Council was urged to develop a position on car parking in the village.

GCC was looking to improve the frequency of the 801 bus service to improve rural services.

The Playing pitch Strategy was currently under discussion by Cabinet.

District Cllr L Wilkins reported:

In 2017 CDC, Forest of Dean, West Oxon DC and Cheltenham BC set up Publica to out-source and reduce costs. Now CDC would like to stop using Publica except for some services which had significant costs and had affected staff morale at Publica.

23/184 Apologies for absence. Steve Cotton, Village Warden.

23/185 Declarations of Interest. Cllr Roberts declared a non-pecuniary interest in the RBL payment as he is a member.

23/186 Approval of the draft minutes of the 4th October Parish Council Meeting. APPROVED.

The Chairman proposed that items 23/198 Coach Parking and 23/199 Parish Council open evening with residents were discussed at this point, whilst Cllr Hodgkinson was present, and this was APPROVED.

23/187 Matters Arising: There were none.

23/188 Clerk's Report:

1. The completion of transfer of Rye Crescent play area from CDC was expected any day.
2. Clerk's delegated authority had been used for a replacement emergency lighting unit in the disabled toilet required replacement as reported during 6 monthly fire checks. Cost £105.58 + VAT.
3. Gloucestershire Playing Fields Association annual subscription of £50 was pre-approved at the Annual Meeting so this was included in the Payments List.
4. Civility and Respect training had been booked for 10 councillors and email links sent out by the training company. Councillors to inform the Clerk when training was complete.
5. Payment of £630 was received from the insurance company for damage by the hirer's van to the front of the GMCC.

23/189 Planning Committee:

1. To note that the meeting on 25th October was cancelled. The next meeting was scheduled for 6pm on Wednesday 8th November.
2. The following planning application responses were agreed:

	Ref	Address	Proposal	Deadline
a	22/04242/FUL	Tagmoor Hollow, Marshmouth Lane, Bourton-on-the-Water	Demolition of existing dwelling and residential outbuildings and erection of a replacement farmhouse New Details. The Parish Council previously had no objection, subject to comments from the Conservation Officer.	06/11/2023
Comment: The Parish Council continues to have no objection.				
b	23/02949/FUL	5 Moore Road, Bourton-on-the-Water GL54 2AZ	Erection of single storey rear extension	06/11/2023
Comment: The Parish Council has no objection.				
c	23/03219/AGFO	Land At E416900 N219367 West of Marshmouth Lane, Bourton-on-the-Water	Agricultural or Forestry Notification for Prior notification for erection of a Dutch barn. NB Prior approval not required for AGFO, to note only.	01/11/2023
Comment: This was noted.				

23/190 Village Environment Committee

1. To note that the meeting on 23rd October was cancelled and the new meeting date of 7pm on Wednesday 8th November. Noted.
2. Update on Christmas Tree. Cllr Hadley reported that there was a new tree supplier this year and a team of people available to assist with installation. Bourton Business Network had responded to the PC's email to confirm that they would be interested in contributing to the cost of erecting the tree next year.
3. Scribe Allotments management software (Papers 1a & b): To consider a quote from 1st April 2024 for £420pa plus £249 one-off onboarding fee, Total £669 + VAT. To be funded by Contingency if purchased this financial year. APPROVED for the purchase to take place following the meeting.
4. Tourist Levy Projects: To receive updates on costings on the items listed below for submission to CDC:
 - a. Install planters and seating around trees in the area in front of The Willow Pub to prevent car and motorcycle parking. An estimate of £30-£40,000 was submitted to CDC. Cllr Samuel to draw up plans for consideration by the Parish Council.

- b. Resurfacing of the path at Periwinkle Bank. An estimate of £10,000 was submitted to CDC. Cllr Roberts received a quote for approx. £7,000 but he would request the addition of edging to the quote, so £10,000 was considered accurate.
 - c. Planting around the edge of Clapton Row (low hedge/box hedging). An estimate of £5,000 was submitted to CDC. Cllr Roberts awaited further information from the contractor on privet or box hedging.
5. Review of District Council provided Public Conveniences (Papers 2a & b):
- a. To note proposals and receive an update from Cllr Roberts following the CDC meeting on 31st October. Cllr Roberts and the Clerk attended the meeting and options were discussed, including spending money to get the facilities in the district up to standard, increasing charges and determining what provision was available from local businesses for public use of their toilets. Feedback was sought from Town and Parish Councils, particularly whether there were any plans that would affect future toilet provision.
 - b. To agree any written comments for submission to CDC. The Clerk to feedback that there were no current plans that would affect toilet provision. CDC could complete a survey of local businesses to check on provision for allowing people to use their toilets.
6. To review quote from idverde for the Village Green (Paper 2c): To select either (a) Reseeding at £3,666 + VAT or (b) Returfing at £4,355 + VAT. To be funded by existing Tourist Levy monies. It was noted that £4,577 remained available in the Tourist Levy monies held by the Parish Council for Village Green refresh during 2022-23 and 2023-24. Council APPROVED up to £4,400 for a combination of reseeded and returfing with detail of the scope of works to be agreed in writing with the contractor prior to instruction of the work.

23/191 Youth & Wellbeing Committee

- 1. The next meeting will be on 6th November. Cllr Jowitt advised his intention to step down from the Committee and Council APPROVED the co-option of Cllr Wareing to the committee.
- 2. Play Areas Code of Conduct (Paper 3a): To approve updated draft document. APPROVED.
- 3. Tesco Stronger Starts grant (Paper 3b & c): To approve proposal by Cllr Hicks to apply for a grant to help provide some fully accessible play equipment for Rye Crescent play area. Grants were available up to £1,500. It was APPROVED for Cllrs Hicks and Coventry to submit an application.

23/192 GMCC Committee

- 1. To discuss/vote on any issues raised following the meeting on 19th October.
- 2. SEN Resilient Communities Fund grant application for back-up generator (Papers 4a-c): To consider acceptance of grant of £10,000 on a 50% match funding basis with £10,419.67 to be allocated from the 2024-25 budget. Total cost for supply and fit is £20,419.67 and one additional quote would be required. Cllr Roberts suggested that the match funding could be allocated from General Reserves if Council would like the project to go ahead. The existing quote was for a gas-powered standby generator. Council APPROVED to move the proposal forward by seeking a second quote, as requested by SEN. The Clerk to inform SEN.
- 3. To agree Parish Office closing arrangements for the Christmas period. Council APPROVED for the office to be closed from 3pm on Friday 22nd December until 9am on Tuesday 2nd January. It was also agreed to move the January Parish Council meeting from 3rd January to 7pm on Monday 8th January.
- 4. Emergency First Aid at Work Course: To approve for the Clerk to attend Cotswold First Aid's one day course on 14th Dec at £75 to provide first aid cover in accordance with the first aid risk assessment. APPROVED.

23/193 Highways Committee

- 1. To discuss/vote on any issues raised following the meeting on 26th October. It was noted that the draft budget for 2024-25 was agreed.

23/194 Finance & Governance Committee

- 1. To discuss/vote on any issues raised following the meeting on 19th October.
- 2. To approve the following investment proposals to maximise interest:
 - a. To open a further One-Year Business Savings bond with Redwood Bank with an investment of £85,000. The existing bond expires on 7th November. APPROVED.
 - b. To increase the balance in the CCLA Public Sector Deposit Fund to £85,000. APPROVED.
 - c. To open a Unity Trust Instant Access savings account. APPROVED.

- d. To maintain a maximum balance in the Unity Trust current account of £40,000 and transfer the remaining balance to the Unity Trust savings account. Account balances checked and transfers to be made between accounts fortnightly by the RFO. It was agreed to trial this until the next F&G meeting.
3. Draft budget for 2024-25
 - a. Update on progress. The Clerk advised that work was ongoing.
 - b. To agree dates for the Clerk/RFO to hold informal budget workshops with YWB and VEC Committees. Dates were agreed to meet in the Windrush Room at 11am on Friday 10th November for YWB Committee and 12 noon on the same day for VEC Committee.
 - c. To note an Extraordinary F&G meeting will be held at 19.30 hours on Monday 20th November to include Cllr Jowitt as Chairman of the IT and Data Sub Committee. Draft budget recommendations to be further considered by full Council in December. Noted.
4. To approve creation of a new Earmarked Reserve of £3,000 for purchase of loan IT equipment for Councillors (as required). To be funded from General Reserves, in lieu of creating an annual budget as per IT Sub Committee recommendations. APPROVED.
5. Annual Parish Council Action Plan: To discuss how to create a plan. It was APPROVED for each committee chairman to write a statement following setting of the budget and announcement of the precept. The Clerk to co-ordinate.

23/195 Finance:

1. To consider and approve the schedule of payments up to 1st November 2023 (Paper 5a). See Appendix 1. APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. RBL cheque was signed by Cllrs Hicks and Hadley. Cllrs Roberts and Hicks to approve BACS payments.
3. To note the bank reconciliation dated 31st October (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 1st November (Paper 5d) and Reserves Report (Paper 5e). The Clerk advised that tenant deposits had been listed separately on the Reserves Report, as requested by F&G Committee and this was noted.

23/196 Grants Policy (Paper 6):

1. To determine a policy for 2024-25. This was DEFERRED until amounts for the 2024-25 budget had been agreed.
2. To agree amounts to be provided for grants for the 2024-25 draft budget. DEFERRED.

23/197 Village Green Hire: To approve any requests received:

1. To consider a request for filming (Paper 7): A filming company requested to film the installation of the Christmas Tree. Cllr Jowitt declared an interest as he knew the film company. Cllr Hadley to check with the contractors installing the tree and, with their agreement, the film company would be permitted to film for a fee to the Parish Council of £2,000.
2. **Request to film Bollywood film from 7.30am to 7.30pm on 20th November 23:** Following discussions, Council APPROVED the request for a maximum of 20 crew for a filming fee of £5,000 for the whole day.

23/198 Coach Parking (Papers 8a-d): Discussed after item 23/186, as agreed.

1. To note updates from GCC Highways on proposals and email communications from residents. The Chairman suspended Standing Orders for Cllr Paul Hodgkinson to speak and he advised that from GCC's perspective, GCC Highways' proposal for a pick up and drop off on Station Road initially seemed to solve part of the problem with no other viable solution. Two months later it was apparent that residents and businesses do not back this solution, and so he would not support this option. There was no other solution at present. There was a suggestion of coaches dropping off on Rissington Road which was being investigated by GCC Highways. He had met CDC's CEO and Cllr Mike Evemy to discuss residents' concerns on the Station Road option. There would be a meeting on 6th November to look for a viable solution which would not compromise road safety and would affect the least number of people. Cllr Jon Wareing added that no turning point for coaches was yet available and only a temporary solution for coaches to park on the industrial estate. He had received many communications from residents on this matter. In his opinion, if necessary, residents would say no to coaches as there was currently no economic or safe option.

Cllr Macklin highlighted that the Rissington Road car park had been suggested to CDC at a recent stakeholders' meeting as an option for coach parking but had not been considered. Cllr Hodgkinson to raise this point at next week's meeting with CDC.

District Cllr Wilkins raised concerns as to whether gas pipe previously laid in the Rissington Road would prevent that location being used for coaches.

Cllr Hadley had made enquiries about the use of the industrial estate parking for coaches and stated that a booking system would not be needed, only a ticket machine with vehicle registrations and an ANPR camera.

The Chairman, Cllr Roberts, was to represent the Parish Council at 6th November meeting with CDC senior officers and councillors, GCC and ward and district councillors. It was agreed by the Parish Council that its position for this meeting was as follows:

The Parish Council is not in favour of parking bays on Station Road and would urge CDC/GCC to re-visit using the Rissington Road car park for coach drop-off/turning and/or parking. The proposed pull-in bay in Rissington Road was not considered a viable option as there was no turning point and it was a green space. The Parish Council could sacrifice receiving part of the Tourist Levy money (having allowed for Village Warden and Traffic Warden spend), to contribute towards a solution.

2. To agree the Parish Council position on the options if there is no workable solution for coach parking provision. Following discussion, Cllr Wareing proposed to ban coaches coming into the village if no provision was agreed, in the interests of safety within the village. This proposal was NOT APPROVED and Cllr Davis requested a named vote: Cllrs Wareing, Davis and Jowitt voted in favour and Cllrs Roberts, Macklin, Samuel, Tapper, Wragge and Hadley voted against. Cllrs Hicks, Wilkins, Coventry and Launchbury abstained.

23/199 Parish Council open evening with Residents to discuss traffic flow and parking: Following discussion at 23/067 June Council meeting, to agree arrangements. This item was discussed earlier on the agenda, as agreed. As information was awaited from GCC Highways, and decisions hinged on matters relating to the coach park, it was agreed to defer a decision on this meeting until after the CDC/GCC coach park meeting on 6th November. To be discussed at the December meeting.

Cllr Hodgkinson left after this item at 20.14 hours.

23/200 Grass cutting at St Lawrence Churchyard:

1. To approve payment of 2023-24 grant of £1,200 to the Parochial Church Council (as agreed 22/134(2) and 22/195(4)) This donation was to fund equipment for work carried out by volunteers. APPROVED.
2. To agree a budgetary amount for payment in 2024. An amount of £1,200 was APPROVED for the 2024-25 budget.

23/201 Local Government Boundary Commission draft recommendations for new political map for GCC (Paper 9): To review draft proposals following initial consultation discussed at 23/027 May Council meeting when the Council submitted a request for 'no change to the existing boundaries'. Agree any further comments. No further comments were to be submitted.

23/202 Reports from representatives on Outside Bodies:

Cllr Davis attended a Cotswolds National Landscape Board Meeting where Climate-Friendly Cotswolds were discussed. Workshops dates were circulated to advise of a new biodiversity duty for organisations including parish councils. Neighbourhood Planning – GRCC would be holding sessions on all forms of community planning. Cllr Davis to circulate the information.

Cllr Wragge reported that a second session of the Dementia Friendly Cafe had taken place and he was keen to advertise further sessions widely to encourage more members. Rotary were to be approached for funding. He had also attended a meeting of the Victoria Hall Committee.

23/203 Correspondence:

1. Email from a resident on grounds maintenance at the Garden of Remembrance (Paper 10). The resident spoke at the public session to express her concerns on lack of maintenance. The Clerk to respond to apologise and advise that the situation would be addressed urgently by the Council. Money had been set aside for this work to be completed. The resident to be thanked for their work but asked not to continue as the Parish Council would ensure that the work was completed by the contractor.

The Assistant Clerk to arrange meeting between the contractor and Cllrs Hicks and Hadley as soon as possible.

2. Email requesting a meeting re Manor Fields Car Park. The Clerk to respond to thank them for their offer of a meeting but the Council awaits their proposals and does not feel there is a need to meet again at present.

23/204 Items to Note: There were none.

23/205 Next Meeting: 7pm on Wednesday 6th December 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: There were none present.

23/206 Staffing Committee

1. To discuss/vote on any issues raised following the meeting on 16th October.
2. **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.
3. To approve recommendations from Committee following Staff Appraisals (Confidential Paper 11). The recommendations contained in the Paper were APPROVED. A payment was approved to the Assistant Clerk. The Clerk to be moved to payscale SCP35 from 1st November and to undertake the FILCA qualification at a cost of £120 + VAT.
Vanessa Oliveri to be employed as Committee Clerk starting 6th November for 12 hours per week at SCP21 with a standard probationary period during which time the number of weekly hours would be reviewed for suitability.

There being no further business the meeting closed at 21.38 hours.

Appendix 1

PAYMENTS LIST							
Voucher	Code	Date	Description	Supplier	Net £	VAT £	Total £
343	Photocopier	06/11/2023	Photocopier charges	Sharp	25.00	5.00	30.00
344	Stationery	04/10/2023	Printer ink for clerk	Amazon	18.07	3.62	21.69
345	Utilities - Gas	14/10/2023	Gas supply First Floor Flats	Crown Gas & Power	16.81	0.84	17.65
346	IT Support	05/10/2023	Annual subscription to Dropbox	Dropbox	95.88		95.88
347	Cemetery Lane - water	20/10/2023	Water - Cemetery Lane Allotments	Castle Water	0.00	0.00	0.00
348	IT Support	13/10/2023	Monthly website charges	Hugo Fox Ltd	9.99	2.00	11.99
349	Refuse Collections	16/10/2023	Waste management	Grundon Waste Management	154.80	30.96	185.76
350	Maintenance	01/11/2023	Hardware items	Toolstation	13.50	0.81	14.31
351	Licence & Lease renew	16/10/2023	Rent deposit scheme for Flat 2	Tenancy Deposit Scheme	22.25	4.45	26.70
352	Email annual charges	17/10/2023	Charge for Councillor email addresses	Microsoft Ireland Operations Ltd	63.70	12.74	76.44
353	Camera maintenance	01/11/2023	Repair of Rissington Road ANPR	ccc4business	673.75	134.75	808.50
354	Utilities - Water	05/10/2023	GMCC Water	Castle Water	164.49		164.49
355	Utilities - Gas	16/10/2023	Gas Supply PC Accommodation	Crown Gas & Power	15.74	0.79	16.53
356	Telephone	13/10/2023	Telephone charges	Talk Talk Business	45.90	9.18	55.08
357	Utilities - Gas	16/10/2023	Gas charges - The Cottage	Crown Gas & Power	11.70	0.59	12.29
358	Cemetery - maint.	16/10/2023	Tribute labels	Amazon	4.08	0.82	4.90
359	IT Support	17/10/2023	Microsoft business account for office	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
360	Maintenance contract	01/11/2023	September grounds maintenance	idVerde	1,857.08	371.42	2,228.50
361	Bank Charges	17/10/2023	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
362	Web-hosting-domain name	01/11/2023	Website domain hosting	Parish On-Line	100.00	20.00	120.00
363	IT Support	19/10/2023	Assistance with domain and hosting	Imaginative Solutions	150.00		150.00
364	Pensions	04/11/2023	Clerk Pension November	NEST			
365	Pensions	04/11/2023	Assistant Clerk Pension November	NEST			
366	Tax - NI	01/11/2023	Employers Tax/NI November	HMRC	1,872.32		1,872.32
367	Wages	23/11/2023	Assistant Clerk November Salary	J Herbert			
368	Wages	23/11/2023	Clerk Salary November	S Henley			
369	Wages	23/11/2023	Caretaker Salary November	Ernie Webb			
370	H&S	24/10/2023	Ladder safety & manual handling tra	HSQE	42.00	8.40	50.40
371	Memorial Safety Testing	18/10/2023	Brass plaques for memorial testing	Singularity Supplies Ltd	5.13	1.03	6.16
372	Piece Hedge - maint.	01/11/2023	Various maintenance items	Pete Scarrott	250.00		250.00
372	Play Areas - Melville	01/11/2023	Various maintenance items	Pete Scarrott	30.00		30.00
372	General maintenance	01/11/2023	Various maintenance items	Pete Scarrott	80.00		80.00
373	H&S	25/10/2023	Eyewash	HDP Medical Supplies	3.96	0.79	4.75
374	Chairman's Allowance	01/11/2023	Donation to RBL for Poppy Wreaths	Royal British Legion	125.00		125.00
375	Inspections	01/11/2023	Annual play area inspections	Wicksteed	282.15	56.43	338.58
376	Various	01/11/2023	Weekly play inspections & litter pick	David Perry	349.99		349.99
377	IT Support	01/11/2023	Scribe Accounts annual renewal	Starboard Systems Ltd	648.00	129.60	777.60
378	GMCC Maintenance	01/11/2023	Refit digital lock at The Cottage	Armadillo Locksmiths	140.00	28.00	168.00
379	Electricity	13/11/2023	GMCC Electricity	British Gas	935.18	187.04	1,122.22
380	Fire Alarms	01/11/2023	6 monthly fire equipment testing	Chosen Fire Protection	444.90	88.98	533.88
381	Youth Club Supervision	01/11/2023	Youth Club Provision October	Inspire to Aspire	749.25	149.85	899.10
382	H&S	26/10/2023	Disposable aprons	Pasha 81 Ltd (Amazon)	6.65	1.33	7.98
383	Fire Alarms	30/10/2023	Fire Alarm call point key	Kyzen Media Ltd (Amazon)	2.49	0.50	2.99
384	GMCC Maintenance	01/11/2023	No smoking/vaping signs	The Wright Signs	45.00		45.00
385	Membership Subs	01/11/2023	Annual Subscription	Gloucestershire Playing Fields Asso	50.00		50.00
386	Wages	01/11/2023	Locum Clerk charges October	Vanessa Oliveri			
387	GMCC Maintenance	01/11/2023	Wands for vertical blinds	Granley Blinds	120.00	24.00	144.00
Total					16,004.05	1,280.10	17,284.15