

**MINUTES OF THE ANNUAL MEETING  
OF BOURTON ON-THE-WATER PARISH COUNCIL**  
held on Wednesday 5<sup>th</sup> May 2021  
at 7.00pm via Zoom

**Present:** Cllrs R Hadley (Chairman), S Coventry, A Davis, L Hicks, M Macklin, P Millett, N Randall, A Roberts, B Sumner and L Wilkins.

**21/001: Election of Chairman:** Cllr Hadley presided as the current Chairman. Cllr Hicks nominated Cllr Hadley, seconded by Cllr Davis. Cllr Hadley indicated that he was willing to stand for re-election as Chairman; there being no other nominations, Cllr Hadley was elected by a majority vote and signed his Declaration of Acceptance of Office form.

**Standing Orders were suspended for the following reports and the public session**

**Police Report:** PCSO Charlie Symes had given apologies and had no further updates since last month's meeting.

**County Cllr Report:** County Cllr Paul Hodgkinson gave apologies as he had nothing further to report since last week's Annual Parish Meeting.

**District Cllr Report:** District Cllr Nick Maunder reported that the proposed Rissington Road car park improvements would be considered for approval by CDC next week. The proposed improvements include disabled bays, electric charging points, resurfacing and landscaping and would take place after October half term. There is no formal consultation but Cllr Maunder is happy to accept comments from residents. Cllr Richard Keeling had nothing further to report since last week's Annual Parish Meeting.

**Public Questions:** There were no public questions.

**21/002: Apologies for absence:**

Cllr Wragge was absent.

**21/003: Declarations of Interest:**

There were no additional interests not currently declared on Councillors' Registers.

**21/004: Minutes of Parish Council Meeting held on 7<sup>th</sup> April 2021:** Cllr Hicks proposed that the minutes of the meeting held on 7<sup>th</sup> April 2021 be signed as a true record of the meeting, seconded by Cllr Coventry. APPROVED unanimously.

**21/005: Election of Vice-Chairman:** Cllr Hadley proposed Cllr Hicks as Vice-Chairman, seconded by Cllr Coventry. Agreed by a majority vote.

**21/006: Appointment of committee members/representatives on outside bodies:** Committee membership for 2021/22 was agreed except for Finance & General Purposes Committee which would be finalised once committee chairmen had been nominated. Cllr Davis made a request for this committee to include two non-chairs if possible. Cllrs Davis and Wragge were elected to represent Council on Outside Bodies. It was noted that all committee Terms of Reference are contained within Council's Scheme of Delegation which was adopted at the March meeting. Details will be circulated and posted on the website.

**21/007: Reports from representatives on Outside Bodies:** Cllr Davis gave an overview of the many external bodies with which she and Cllr Wragge were involved including Cotswolds Natural Landscape, Gloucestershire Rural Community Council (GRCC), Gloucestershire Market Towns Forum (GMTF), Cotswold Friends & Moore Friends. Cllr Wilkins gave an overview of the aims of the Bourton Tourist Action Group, led by Cllr Paul Hodgkinson, on which he sits.

**21/008: Planning Committee Report**

Cllr Sumner reported on minutes from the April Committee Meetings and the following was discussed further:

- Council noted a Street Trader's licence had been approved by CDC for a vendor to sell ice creams on Clapton Row. It was noted that a local resident and business owner who had been illegally parked to obstruct this pitch had been reported to parking enforcement by Cllr Paul Hodgkinson and to the police by Cllr Nick Maunder.
- Council noted that Cllr Sumner would no longer chair the Planning Committee and he was thanked for all his work over the last 14 years.



**21/009: Village Environment Committee Report**

Cllr Wilkins gave a verbal report and the following was discussed further:

- Council approved a quote of £340.00 received from Bibury Landscapes to plant the three village centre planters.

**21/010: Highways Committee:** Cllr Randall gave a verbal report and the following was noted:

- Council noted that Cllr Randall would no longer chair the Highways Committee and he was thanked for his work during many years as chair.

**21/011: Youth & Well-being Committee:** Cllr Hicks gave a verbal report and the following was discussed further:

- Council noted that quotes had been received from six play equipment providers and a decision would be made on its preferred supplier at the next Committee meeting;
- Council noted acceptance of a quote for £122 +VAT from Greenfields for replacement steps on multi tower unit at Rye Crescent play area;
- Council noted acceptance of a quote for £64.50 from Wicksteed for replacement shackles and pins for Melville play area;
- Council approved a request from Cllr Hicks to hold a car boot sale on the playing field at The Naight on five Sundays between May and September to coincide with the monthly Farmers' Market. The sales would be cancelled in the event of inclement weather;
- Council agreed a change of date for the next Youth & Well-being Committee as Wednesday 26<sup>th</sup> May at 7pm due to absence of Committee Chairman on scheduled date;
- Cllr Davis reported that mental health and well-being training sessions, supported by Headspace and Inspire to Aspire, would be taking place at The Cotswold School for pupils in Year 11. Refreshments would be provided by Mid-Counties Co-Op. *"Cllr Randall expressed his concerns regarding the legal position iro Parish Council involvement regarding mental health training being conducted at The 124 Cotswold School + felt this warranted further consideration"*

**21/012: Community Centre Committee:** Cllr Sumner gave a report from the meeting held on 26<sup>th</sup> April and the following was discussed further:

- Council approved a recommendation for an annual rent increase of £100 and an 18-month rent review to be applied to the new 3-year commercial lease for Flat 1;
- Council approved a recommendation for the tenant of The Cottage to be moved from a Tenancy at Will to a 3-year lease which would be outside the Landlord and Tenant Act 1954 and include an 18-month break clause;
- Council approved a recommendation to accept a new 4-year gas contract with Crown;
- Council noted publication of website accessibility statement on Council's website;
- Council requested that the Assistant Clerk obtain a quote from Heritage Roofing for the removal of the redundant metal chimney;
- Council agreed to consider a request from Cllr Sumner to make Finance & General Purposes Committee the parent committee of the IT Sub-Committee at the June Council meeting.

**21/013: Village Green Bookings:** Council noted there are no new applications to consider.**21/014: Annual Governance Statement 2020/21:**

- Council noted the satisfactory completion of the Internal Audit Report by Julie Shirley;
- Council APPROVED BY RESOLUTION the Annual Governance Statement for 2020/21 and approved the publication of the explanation for a 'No' response for statement 4 and authorised signature of the Statement by the Chairman and Assistant Clerk.

**21/015: Accounting Statements 2020/21:**

- Council APPROVED BY RESOLUTION the Accounting Statements for 2020/21 and authorised signature by the Chairman;
- Council approved submission of the Annual Return to the External Auditors, PKF Littlejohn, before 30<sup>th</sup> June;
- Council approved publication of the unaudited accounts and authorised display of the Notice confirming the period for the exercise of public rights will take place between Monday 7<sup>th</sup> June and Friday 16<sup>th</sup> July;

**21/016: Finance:** Cllr Hadley gave a report from the meeting held on 26<sup>th</sup> April and the following was discussed further:

- Cllr Hadley proposed Council approve the schedule of payments in the sum of £15,137.02 in accordance with the revised circulated schedule, seconded by Cllr Roberts. APPROVED by a majority vote;
- Council noted the satisfactory bank reconciliation to 31<sup>st</sup> March, the April Summary Report and the Financial Forecast;
- Council approved the Balance Sheet and Income & Expenditure Account for the 2020/21 year-end accounts;



- Council noted the temporary appointment of a Locum Clerk, Sue Cretney, for 30 hours a week for six weeks;
- Council noted the approval of a Service Level Agreement with Inspire to Aspire for youth club services which had been signed by the Chairman;
- Cllr Hadley confirmed that Council's new email and MS Office system was now in place and urged councillors to use this for all Council business;
- Council agreed that monies collected during 2020/21 through the Community Infrastructure Levy fund would be rolled over to be spent on a specific project.

**21/017: Storage of meeting notes and recordings:** Council approved the recommendations from GAPTC regarding arrangements for storage of informal meeting notes and recordings. There is no requirement for such items to be retained once the minutes of a meeting have been approved as this is the formal record. Cllr Randall requested that the vote was recorded. Votes FOR (7): Cllr Coventry, Cllr Davis, Cllr Hadley, Cllr Hicks, Cllr Macklin, Cllr Macklin & Cllr Roberts. Votes AGAINST (3): Cllr Randall, Cllr Sumner & Cllr Wilkins.

**21/018: Correspondence:** The correspondence list circulated to Council was noted and various actions agreed – these actions will be detailed on the annotated list to be displayed on the website.

**21/019: Any Other Business: Receive reports, for information only:**

- Cllr Davis gave thanks to Janet Eustace, Sue Cretney and Jo Herbert for covering in the absence of a Parish Clerk;
- Cllr Hadley reported that a new bus shelter had been installed on Meadow Way on GCC's land. He had contacted Cllr Hodgkinson to request further information on its installation;
- Cllr Hadley reported that the Catholic Church on Station Road would be closing this summer;
- Cllr Davis reported the prompt response on recent local police matters.

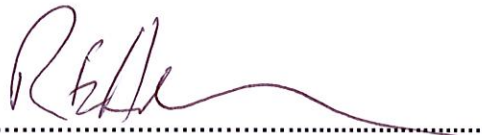
**21/020: Next Meeting**

It was confirmed that the next meeting of Bourton on the Water Parish Council will be held on **Wednesday 2<sup>nd</sup> June 2021** at The George Moore Community Centre at 7.00pm with members of the public able to join via Zoom.

**Public Session:** There were no public questions.

**The meeting closed at 8.40pm.**

HAIRMAN'S SIGNATURE:.....



DATE:.....

02.06.21

RH.  
21/003