

Bourton-on-the-Water Parish Council

**Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 3rd April 2024
in the Windrush Room at The George Moore Community Centre**

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

In Attendance: Sharon Henley, Clerk. Steve Cotton, Village Warden.

Members of Public: 15

Public Session:

There was no Police report.

County Cllr Paul Hodgkinson sent his apologies and a report which was read by the Chairman:

Cllr Hodgkinson had written to the police and parking enforcement about the chaotic scenes in the village over the weekend. He was looking for reassurance that both agencies would more proactively monitor parking on future Bank Holiday weekends.

A site meeting had been requested with Gloucestershire County Council Highways to explore the suggestion made by Pulham's Coaches last week regarding the potential use of Meadow Way (by Jubilee Lodge) for coach drop off and pick up points. County and District Councillors, the Parish Council Chairman, Pulhams and the police were all invited. The GCC Leader had given his backing to explore this suggestion. At this stage the aim would be to investigate feasibility.

There would be a handover meeting from GCC's Deputy Area Highway Manager to the new Local Highway Manager – East. Cllr Hodgkinson would press the matters mentioned in his report, at the recent public meeting and anything else highlighted by the Parish Council.

District Cllr Jon Wareing (Bourton Village)

Cllr Wareing highlighted his belief that Bourton is experiencing over-tourism. The infrastructure could not cope with last weekend's volume of traffic and there should be a long-term approach to reduce this. He had safety concerns, particularly around Post Office corner. A village 'park, walk and ride' on the periphery of the village or a 'park and ride' solution off the A40 were suggested, or maybe both.

There was a need to press ahead with TROs for 'No Entry Except for Access' on various village and estate roads, signage and road markings and free parking for residents up to 45 minutes outside the Rectory. Concerns were raised about lack of access for emergency vehicles due to volume of traffic and the negative mental health impact to residents feeling 'besieged'. Cllrs Wareing and Wilkins were seeking formal confirmation from CDC that Tourist Levy funds were available to contribute to the Experimental TRO regarding coaches.

District Cllr Len Wilkins (Bourton Vale)

CDC's plans to change their process for authorising planning applications would be finalised on 8th April. The current 28 days to respond from validation would be changed to 28 days from the application being received by CDC. Work was continuing regarding Publica. Second homes in the Cotswolds will pay double council tax from next year.

Steve Cotton – Village Warden reported that traffic wardens had been unable to issue parking tickets in Victoria Street due to yellow lines not being clearly enough marked. The Chairman advised that this had been reported recently on www.fixmystreet.com and was being looked at by GCC.

Members of the Public

Six members of the public spoke and the following matters were raised:

- Coach parking in Dickler Close with no enforcement by parking wardens.
- Residents of Park Farm being threatened by individuals parking near their property.
- Coach parking, unloading and offloading in Station Road.
- The Parish Councillors was urged to stop blockages by coaches for safety and security of residents and visitors.
- The Parish Council was urged to pause efforts to introduce a TRO and request an urgent meeting with GCC/CDC to work out a safe and viable way for coaches to visit.
- Concerns were raised about the negative impact of a Bourton-on-the-Water Coach Parking Facebook page.

- Parking over the Easter weekend had been made more difficult by the poor weather, meaning that the overflow car parks could not open.

23/528 Apologies for absence: Cllrs B Hadley, J Jowitt and County Cllr P Hodgkinson. These were noted.

23/529 Declarations of Interest: Cllr Roberts declared a non-pecuniary interest in item 23/551 as he knew the landowner. He did not Chair that item but handed over to the Vice Chairman. Cllrs Samuel and Tapper declared a pecuniary interest in coach parking as local business owners in relation to items 23/533 and 534. They did not take part in discussion or voting during those items.

23/530 Approval of the draft minutes of 6th March 2024 Parish Council Meeting. Council RESOLVED to approve the minutes as a true record.

23/531 Matters Arising: There were none.

23/532 Clerk's Report:

1. The Council's insurer's solicitors recovered the excess fee in respect of the damage to the dry-stone wall in the GMCC car park. Funds had not yet been received.
2. Clerk's delegated authority was used to purchase replacement bearings for the turnstile at Melville at £59.17.
3. Councillors were reminded again to submit agenda papers prior to the agenda being sent out.

23/533 Rescission notice under Standing Order 7 of matters minuted under 23/455 and 23/488 where it was agreed not to arrange a further meeting with CDC to discuss use of the Rissington Road car park for coaches.

Council RESOLVED to approve the motion proposed by Cllrs Macklin, Wragge and Hadley. 'We propose that the resolution passed at the Extraordinary Parish Council 18th December item 23/237 be brought back to the table. This resolution called for the Parish Council to arrange a meeting with the decision makers at CDC to try to find a way forward and revisit the proposal to use the Rissington Road car park for coaches in some capacity. It is the ambition of this proposal to leave no stone unturned in trying to find a solution to this problem by talking to the decision makers'.

23/534 Highways Committee

1. To discuss/vote on any issues raised at the meeting held on 25th March. Cllr Wilkins briefly reported on the Committee's discussions and urged compromise in order to resolve the current coach parking situation.
2. Coaches and Public Safety:
 - a) To note outcomes from meeting with Sir Geoffrey Clifton Brown and external organisations on 27th March. At the meeting it was agreed to investigate a proposal for coaches to enter the village through the industrial estate, turn right at the Meadow Way roundabout and pick-up/drop-off by Jubilee Lodge. As noted in Cllr Hodgkinson's report, this would be discussed at a meeting the following week between GCC Highways, County and District Councillors, Pulhams Coaches, the Police and the Parish Council. The Rissington Road car park would also be looked at again as an option.
 - b) To consider recommendations from the Committee following the resolution passed at the March Council meeting (Paper 1): The Highways Committee propose to the Parish Council to opt for an Experimental TRO or a standard TRO subject to additional information. No paper was received. The Committee recommended an Experimental TRO to include a 'no entry except for access' restriction to some roads which GCC Highways had advised could be incorporated into a 'psv restriction' within the same TRO. This was because it related to vehicle movement rather than parking.
Council RESOLVED to engage with GCC Highways to progress the request for an Experimental TRO. It was stressed that the Parish Council does not have the power to implement a TRO, only to declare an intent to engage with GCC Highways.
3. Open evening with Residents to discuss traffic flow and parking on Thursday 21st March: To receive initial feedback and agree further actions required. The meeting was attended by Parish Councillors, GCC Highways, the Police, County and District Councillors and approximately 90 members of public. It was agreed at Highways Committee that an analysis spreadsheet would be produced from the worksheets completed at the meeting. The Clerk to co-ordinate with councillors who offered assistance.

23/535 Planning Committee:

1. To discuss/vote on any issues raised at the meeting held on 20th March.
2. To review the proposed response by Cllr Davis from BotWPC to CDC Local Plan consultation (Paper 2) and agree final submission. No paper was available. Cllr Davis advised that CDC's Interim Forward Planning Lead had agreed to an on-line discussion with councillors on 8th or 9th April. The final submission to be approved by Planning Committee on 17th April.
3. To note position statement on the Neighbourhood Plan in relation to the District Council's Local Plan. CDC's Community Partnership Officer advised that some elements of the draft document could be worked into the Local Plan consultation feedback.

23/536 Village Environment Committee

1. To discuss/vote on any issues raised at the meeting held on 20th March. No additional items were raised.
2. Village Green Railings:
 - a. Set-up of railings: To approve a date of 4th November 2024. Council RESOLVED to confirm this date. Councillors to remove the red and white tape from the Village Green which was protecting the newly-seeded grass as this was no longer required. The contractor to be requested to use green netting only in the future.
 - b. Quote for set-up and take-down (Paper 3): To approve a quote from idverde at £450 for set-up and £450 for take-down. Council RESOLVED to accept the quote from the existing grounds maintenance contractors at the same cost as the previous year.

23/537 Youth & Wellbeing Committee: The next meeting is on 8th April. The Youth Club held its open afternoon that day and it was reasonably well attended. Visits to the Primary and Cotswold Schools had been arranged. Three quotes for Rye Crescent play area would be discussed at Monday's meeting. The Brighter Bourton event would take place at the Royal British Legion at 6.30pm on Thursday evening.

23/538 GMCC Committee

1. To consider a request from Probus to have use of the Council owned Bluetooth PA system at their meetings in the Windrush Room on the second and fourth Mondays of each month. The system had recently been purchased for use at events. Council RESOLVED that Probus could trial the system but there may be a charge in the future. To be discussed at the next GMCC meeting.

23/539 Finance

1. To consider and approve the schedule of payments up to 3rd April 2024 (Paper 4a). See Appendix 1. Council RESOLVED to approve the payments.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Council RESOLVED that BACS payments should be approved by Cllrs Roberts and Hicks.
3. To note the bank reconciliation dated 31st March 2024 (Paper 4b), the Summary Report (Paper 4c), Financial Forecast to 3rd April (Paper 4d), Accounts Overview (Paper 4e) and Reserves Report (Paper 4f). The Clerk highlighted that, although the budget at 31st March (year-end) appeared marginally underspent, there were adjustments to be made, including creditors and accruals. A final report to be made after financial year-end was completed on Scribe.
4. Payroll: To note adjustments to the March payroll. It had been necessary to re-run the data due to an HMRC error in a staff tax code which had been resolved following the meeting.
5. Internal Audit 2023/24 (Papers 5a & b): To consider the auditor's report. Council considered the report and recommendations and RESOLVED to accept and approve the report.

23/540(1) Policies & Governance: To approve the following draft documents:

1. Financial Reserves Policy (Paper 6a): Updated. Council RESOLVED to approve the draft document.
2. Privacy Notice (Paper 6b): New document. Council RESOLVED to approve the draft document.

23/540(2) Tourist Levy:

1. Projects 2024-25 (Paper 7): To approve recommendations from the informal workshop on 13th March. For onward submission to CDC for public consultation and subsequent funding of approved projects. Council RESOLVED that the following projects should be put forward:
 - Area in front of the two large triangular planters and Parish noticeboard in the village centre requires resurfacing (no man's land) with possible block paving and drainage – approx. cost £6,000.
 - Regeneration of the area behind the War Memorial with hard standing and a path – approx. cost £6,000.

- Tarmac along the Village Green from the corner of Sherborne Street to the 'VIP area' at High Bridge – approx. cost £8,000.
 - Funding towards implementing a Residents Parking Permit Scheme to alleviate visitor/coach parking in residential streets. GCC had offered to meet to assist with scoping out and costing this project. The Clerk to arrange a meeting and if the idea was shown to be impractical then this project would be removed from the list of options prior to submission to CDC.
2. Planting at Clapton Row (Paper 8): £5,000 had been received from the Tourist Levy for this project from 2023-24 funds.
 - a. To agree on future use of existing stones. For further discussion by VEC Committee but it was thought that historical stones could be re-used at entry or exit points rather than paying for contractor removal.
 - b. To consider a quote from idverde at £5,149.25. Council RESOLVED to defer this to the VEC Committee and another quote should be obtained.

23/541 Village Green Hire: No requests were received.

23/542 IT & Data Sub Committee

1. To discuss/vote on any issues raised at the meeting held on 12th March.
2. New Website:
 - a) To note legal requirements, including website accessibility information (Paper 9a). The Council was required to comply with the requirement for a .gov.uk domain name to be used as the one currently used by the Council was redirected to a pc.org.uk domain as the current provider was not able to offer this service.
In addition, there was the legal requirement to comply with the Web Content Accessibility Guidelines (WCAG) 2.1AA as part of The Public Sector Bodies (Websites & Mobile Applications (No.2)) Accessibility Regulations 2018, with higher standards being planned by government for October 2024 and in the future.
 - b) To review quotes for set up and on-going provision, receive recommendations from the sub-committee and approve a new provider and budgetary source (Paper 9b, c, d & e). The sub-committee considered three quotes and recommended Aubergine whose quote included free upgrades to the website to maintain legal compliance. Council RESOLVED to accept Aubergine's quote at Set up and Year 1 costs of £899 + VAT and Year 2 costs of £299 + VAT + £100 domain. Costs to be taken from Contingency budget in 2024-25 with budgetary provision to be made in subsequent years. The quote included some migration of data from the existing website and the Clerking team to upload any additional historical information required.

23/543 Code of Conduct Training for Councillors: To receive an update from the Clerk and agree next steps. It had not been possible to arrange a mutually convenient date for training with the Monitoring Officer, GAPTC and Councillors. Council therefore RESOLVED to arrange training with GAPTC at the George Moore Community Centre at 6.30pm on Monday 22nd April in the Windrush Room. Costs to be confirmed by GAPTC. All Councillors present agreed to attend.

23/544 Neighbourhood Plan Working Group (Paper 10): To receive an update from Cllr Davis. There was no Paper 10. This matter was covered under item 23/535(3).

23/545 GAPTC: To consider the following requests:

1. Call for Resolutions at GAPTC AGM on 20th July (Paper 11a): To agree any motions to be submitted for debate. Submissions were required by the deadline of 2nd May for the GAPTC AGM on 20th July. Council DEFERRED discussion until the Annual Meeting on 1st May to enable Councillors to bring forward any suggestions.
2. GAPTC Executive Committee (Paper 11b): To approve the nomination of a Councillor for the vacancy, if there is a candidate from the Council. It was confirmed that Cllr Davis had been an Executive Committee member since 2023. Council RESOLVED to nominate Cllr Samuel for the new vacancy.

23/546 Reports from representatives on Outside Bodies:

1. Cllr Wragge reported that there would be a Dementia Awareness week in May and Cotswolds Radio and the Bourton Browser would raise awareness. The excellent palliative care provided by Moreton Hospital and Kate's Home Nursing was highlighted with Cllr Hicks stating that Kate's needed to raise £750,000 per year to cover nursing costs.
2. Cllr Davis attended a GAPTC Executive Committee meeting.

23/547 Correspondence:

1. Bourton Roadrunners' Bourton Mile event 10th May – to provide feedback on event proposals (Paper 12a). The event was planned for 7.30pm on Friday 10th May from the Rissington Road layby to Londis. There would be 200 runners for around 15 minutes. The Council provided feedback that Thames Water planned to close the layby for part of the summer whilst undertaking sewerage upgrade work so the organisers should contact them to check on the closure period.
2. Notification of Police & Crime Commissioner Election 2nd May (Paper 12b). Noted.
3. Request re The Cedars (Paper 12c). The owner of Box Bush in the High Street had written with requests relating to the adjacent disabled car parking and bins area. The Clerk to advise that the Council believe that the map had been misinterpreted and any concerns relating to Highways encroachment should be taken up with GCC Highways. If this was resolved then CDC should be approached in relation to the bin. In addition, the author offered to fund spring bulb planting on the Village Green which was DEFERRED for discussion by the VEC Committee.

23/548 Items to Note: There were none.

23/549 Next Meeting: Annual Meeting at 7pm on Wednesday 1st May 2024 in the Windrush Room, The George Moore Community Centre. In addition, Council RESOLVED to hold a separate Parish Council meeting to cover monthly Parish Council business items at 7pm on Monday 13th May in the Windrush Room.

Public Session

Three members of public spoke and the following matters were raised:

- Coach parking – a survey in 2023 had indicated that on average there were only 17 passengers on a coach.
 - Projects for Tourist Levy funding.
 - Potential for a new footbridge over the river near Sherborne Street – it would have to be in-keeping with existing bridges.
 - Parking Permit Scheme – had been examined some years ago but rejected on cost grounds.
 - Clapton Row proposed planting suggested was confirmed as Japanese Holly (*Ilex crenata*), not Box.
 - Traffic problems over Easter. The Council was urged to fight to resolve the traffic and parking problems.
- All members of the public left the meeting at this point.

23/550 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 legal matters. As such, the press and public are excluded from this part of the meeting. Council RESOLVED to close the meeting to the public.

23/551 To receive legal advice in respect of The Naight access road. Councillors considered solicitor's advice. It was agreed to send additional information and seek further advice for review at a subsequent meeting.

There being no further business the meeting closed at 21.50 hours.

Appendix 1

Bourton on the Water Parish Council

Paper 4a

26-Mar-24

PAYMENTS LIST for Parish Council Meeting on 3rd April 2024							
Voucher	Code	Payment Type	Supply/Purchase	Supplier	Net £	VAT £	Gross £
2023-24							
595	Refuse Collections	DD	Waste management	Grundon Waste Management	165.22	33.04	198.26
596	IT Support	DD	Monthly website charges	Hugo Fox Ltd	9.99	2.00	11.99
597	Cemetery Lane - water	DD	Water - Cemetery Lane Allotments	Castle Water	6.78		6.78
598	Utilities - Water	DD	GMCC Water	Castle Water	160.82		160.82
599	Springvale - water	DD	Water - Springvale allotments	Castle Water	6.78	1.35	8.13
600	Training	Multipay Card	Appraisal training	SLCC Enterprises	10.00	2.00	12.00
601	Training	Multipay Card	A Roberts Appraisal training	SLCC Enterprises	30.00	6.00	36.00
602	IT Loan Equipment for Cllrs	Multipay Card	Loan laptop for Cllr Samuel	Five Tech Limited	291.66	58.33	349.99
603	Telephone	DD	Telephone charges	Talk Talk Business	45.90	9.18	55.08
604	Utilities - Gas	DD	Gas Supply The Cottage	Crown Gas & Power	64.24	3.21	67.45
605	Utilities - Gas	DD	Gas Supply PC Accommodation	Crown Gas & Power	237.27	47.46	284.73
606	Business Rates	DD	Business Rates	Cotswold District Council	655.00		655.00
607	Email annual charges	DD	Microsoft councilor emails monthly charge	Microsoft Ireland Operations Ltd	63.70	12.74	76.44
608	Telephone	DD	Telephone charges	Talk Talk Business	45.90	9.18	55.08
609	Bank Charges	DD	Bank charges	Unity Trust Bank	13.10		13.10
610	IT Support	DD	Microsoft business account for office staff	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
611	Chairman's Allowance	BACs-PAID BETWEEN MEETINGS	APM Refreshments	Tesco (refunded to S Henley)	60.19		60.19
612	Admin	DD	Photocopier Lease 8th May - 7th Aug 24	Peac Finance	99.00	19.8	118.80
Total 2023-24					1,996.45	210.47	2,206.92
2024-25							
1	Camera maintenance	BACs	Camera Maintenance - ANPR charges April 24-Mar 25	ccc4business	1,920.00	384.00	2,304.00
2	Play Areas - Melville	BACs	Turnstile for Melville	Wicksteed	64.20	12.84	77.04
3	Maintenance	BACs	Caulk	Toolstation	2.92	0.59	3.51
4	Photocopier	DD	Photocopying charges	Sharp	25.00	5.00	30.00
5	Youth Club hire fees	BACs	Hire of Baden Powell Hall for Youth Club - April	Baden Powell Hall	225.00		225.00
6	Business Rates	DD	Business Rates	Cotswold District Council	720.75		720.75
7	Maintenance	BACs	Service & gas safety cert for gas boilers	AGW Heating & Plumbing	375.00		375.00
8	Sanitary bins collections	DD	Service period 03/04-02/10 for sanitaryware collections	Initial Hygiene	164.29	32.86	197.15
9	Bank Charges	SH Multipay Card	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
10	Bank Charges	JH Multipay Card	Multipay Monthly Fee	Lloyds Bank	3.00		3.00
11	GMCC H&S	JH Multipay Card	Building Control application for loft project	Cotswold District Council	385.00	77.00	462.00
12	Training	SH Multipay Card	Practical Advice on Public Play Spaces webinar Cllr Samuel	SLCC Enterprises	50.00	10.00	60.00
13	Training	SH Multipay Card	SLCC webinar on Public Play Spaces - V Oliveri	SLCC Enterprises	50.00	10.00	60.00
14	Training	SH Multipay Card	SLC webinar on Public Play Spaces Lynda Hicks	SLCC Enterprises	50.00	10.00	60.00
15	Training	BACs	Carbon Literacy Qual Cllr Davis	SLCC Enterprises	120.00	24.00	144.00
16	Training	BACs	Carbon Literacy Qual Cllr Samuel	SLCC Enterprises	120.00	24.00	144.00
17	Highways Safety/YC Hire Fees	BACs	Hall Hire 21st Mar Public Mtg & Brighter Bourton 4th April	The Royal British Legion Branch	84.00		84.00
18	Parking Enforcement additional hours	BACs	Additional Parking Enforcement	Gloucestershire CC	1,155.44		1,155.44
19	Play Rangers	BACs	Play Rangers Jan-Mar 2024	Play Gloucestershire	3,313.50		3,313.50
20	Audit Costs	BACs	Internal Audit 2023-24	GAPTC	373.5		373.50
21	Salary	BACs	Clerk's April Salary				
22	Salary	BACs	Assistant Clerk April Salary				
23	Salary	BACs	Committee Clerk April Salary				
24	Salary	BACs	Caretaker April Salary				
25	Pension	DD	Clerk April Pension	Nest			
26	Pension	DD	Assistant Clerk April Pension	Nest			
27	Pension	DD	Committee Clerk April Pension	Nest			
28	Tax/NI	BACs	April Tax/NI payments	HMRC	1,936.17		1,936.17
29	Membership Sub	DD	ICO Annual Registration Fee	ICO	40.00		40.00
30	Play Areas - Inspections	BACs	Quarterly Inspections - March	Wicksteed	282.15	56.43	338.58
31	GMCC - Elec	DD	Electricity 26th Feb - 27th Mar 24	British Gas	1,018.70	203.74	1,222.44
32	Various	BACs	Playground inspections, repairs & litter picking	David Perry	339.00		339.00
Total 2024-25					19,976.37	850.46	20,826.83
Total 2023-24 & 2024-25					21,972.82	1,060.93	23,033.75