

# **Bourton-on-the-Water Parish Council**

**Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 4<sup>th</sup> January 2023  
in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr B Hadley (Chairman), Cllrs S Coventry, L Hicks, A Davis, A Roberts, L Wilkins, B Wragge.

**In Attendance:** Sharon Henley, Clerk. District Cllr Nick Maunders (to item 22/278). PSCO J Allen and F Ward (public session only). S Cotton, Village Warden (public session only).

**Members of Public:** Three

## **Public Session**

Two neighbours of The Dial House spoke about ongoing problems with noise during outdoor events involving the new tipis and they continued to speak directly to the management about their concerns. Cllr Davis read out an email just received from The Dial House management advising of changes that were being made in response to concerns raised by residents. The Parish Council were asked to make further representations to the district council in relation to planning application 22/01626/FUL and it was agreed that the application would be discussed again at next week's Planning Committee, although Cllr Maunders confirmed that the consultation period had now closed.

A member of the public confirmed that he was interested in being co-opted to Council and application details were made available.

## **Police Report**

There were 11 recorded crimes from 1<sup>st</sup> Dec to 3<sup>rd</sup> Jan. Speed checks were being planned. There had been some instances of anti-social behaviour and all were asked to report these via 101 or on-line. Thefts of cooking oil had been resolved. The mobile police station would next visit between 2 and 6pm on 4<sup>th</sup> February, location tbc.

Cllr Davis highlighted that cars were parking on the industrial estate in the evenings and drinking of alcohol was taking place in the cars, followed by littering. The police to follow-up.

## **County Cllr Paul Hodgkinson**

**The report was read out by the Chairman in Cllr Hodgkinson's absence.** GCC were setting their budget for the new financial year and a 5% increase was being proposed.

## **District Cllr Nick Maunders**

The New Elections Act would affect arrangements for the May elections. There would be changes to postal votes and rights of EU voters. Photo ID would be required at polling stations and there would be changes made to improve accessibility.

## **Village Warden – Steve Cotton**

There would be a networking day for local groups on 13<sup>th</sup> March at St Lawrence Church from 10am to 4pm to which the Parish Council were asked to send a representative. Cllr Hadley to attend and Cllr Davis to pass on details of groups who had already established a regular on-line meeting.

**22/263 Apologies for absence:** Cllrs M Macklin and J Wareing. County Cllr P Hodgkinson, District Cllr R Keeling.

**22/264 Declarations of Interest:** There were none.

## **22/265 Approval of Draft Minutes**

1. Parish Council Meeting held on 7<sup>th</sup> December 2022. APPROVED.
2. Extraordinary Parish Council Meeting held on 13<sup>th</sup> December 2022. Cllr Wilkins abstained as he was not present. APPROVED.

**22/266 Matters arising:** There were none.

## **22/267 Clerk's Report:**

- Flat 2 toilet repair at £65 had been completed under Clerk's delegated authority.

- Replacement of one panel of the Village Green railings had been required under Clerk's delegated authority at £267.92 + VAT following impact by a car. This had been logged with the police and they were following up.
- The Clerk had been given delegated authority to arrange for repair of non-working light fittings at the Centre. This would be completed by ER Electrical Services Ltd at a cost of £469.49.
- An urgent repair to the churchyard dry stone wall had been completed by Matthew Joynes at £60 + VAT under Clerk's delegated authority.
- £374.50 had been received from following the insurance claim for guttering at the GMCC.
- CDC confirmed their approval for the Parish Council to adopt only the land at Rye Crescent play area and no other areas. Final documents would be reviewed by the Parish Council's solicitor as instructed by Council.
- Graffiti at the Lych Gate had been reported to the police and P Pulham had been requested to remove it.
- CDC's Perceptions of Crime survey was available in Dropbox for information.
- CDC's Prospective Candidates and Clerk's briefing for Elections would be held on-line. Details of dates and booking arrangements were in Dropbox.

#### **22/268 Councillor Vacancies:**

1. To note the Notice of Vacancy following the resignation of Cllrs Sumner and Randall is to be displayed until 4<sup>th</sup> January. Noted.
2. To agree whether to co-opt to fill two vacancies on the Council at the February meeting. APPROVED. The Clerk to advertise the vacancies on noticeboards, the website and social media. As per the Co-Option Policy, all applications must be submitted to the Clerk at least 7 days prior to the meeting and a deadline was set as midday on Monday 23<sup>rd</sup> January. Presentations to be made by the candidates at the Parish Council meeting.

#### **22/269 Planning Committee:**

1. To discuss/vote on any issues raised following the meeting on 14<sup>th</sup> December. Cllr Davis ran through planning applications discussed.
2. To co-opt an additional committee member following the resignation of Cllr Randall. This was deferred to the February meeting pending co-option of new councillors.

**22/270 Village Environment Committee:** It was noted that there was no meeting in December.

#### **22/271 Highways Committee:**

1. It was noted that there was no meeting December.
2. To co-opt an additional committee member following the resignation of Cllr Randall. It was agreed that Cllr Davis would become the permanent member of the Committee rather than acting as temporary cover for Cllr Macklin.
3. GCC's Community Speedwatch Fund:
  - a) To note that the application for funding of a Vehicle Activated Sign has been approved in principle. This was noted and Cllr Roberts explained that the sign would be provided free of charge by GCC. It was agreed to add this to the Asset Register and insurance following installation.
  - b) To approve associated Legal Agreement with GCC (Papers 1a & b). APPROVED.

#### **22/272 Youth & Well-being Committee:**

1. It was noted that there was no meeting in December.
2. To approve application to GCC's Build Back Better Fund for £5,000 toward the Rye Crescent play area refurbishment. APPROVED.

#### **22/273 GMCC Committee:**

1. To co-opt two additional committee members following the resignation of Cllrs Sumner & Randall. The co-option of Cllr Coventry and Hicks was proposed and APPROVED.
2. Committee members to nominate a Chairman to also represent at F&GP Committee on 26<sup>th</sup> January. Cllr Roberts was proposed for Chairman and Cllr Wilkins for Vice Chairman and this was APPROVED.
3. It was noted that making good costs for Flat 2 shower room had been confirmed at £780 (from £650) following site survey.
3. Leak in Library Roof – contractor instructed and work to be completed 17<sup>th</sup> February. Noted.
4. The Cottage: To ratify costs of £2,367 for emergency boiler replacement by North Plumbing & Heating, approved by Clerk's delegated authority. APPROVED.

5. To note purchase of two oil-filled radiators from Toolstation at a cost of £67.38+VAT, purchased under Clerk's delegated authority for temporary use in The Cottage. Noted.

**22/274 Staffing Committee:** To co-opt two additional committee members following the resignation of Cllrs Sumner & Randall. This was deferred.

**22/275 Finance:**

1. Budget 2023-24 (Paper 2a, b & c): To review current draft documents and agree further amendments or approve. Following discussion it was agreed to defer a decision until a separate Extraordinary Meeting to enable councillors to further review the figures.
2. Precept 2023-24 (Paper 2d): To review Council Tax Base and agree Precept request (if budget is approved at item 1). The new Council Tax Base was 1764.2 which had decreased from 1780.3 for 2023 which would mean that even a zero increase in budget would result in a small rise to precept. It was discussed that this decrease in households paying Council Tax could be following changes made by CDC to the rules around charging and eligibility. The precept to be agreed following budget approval at the Extraordinary meeting.
3. To agree date for an Extraordinary Meeting for final approval of Budget and Precept, if required. An Extraordinary Parish Council meeting to be held at 7pm on Wednesday 25<sup>th</sup> January.
4. Consider and approve the schedule of payments up to 4<sup>th</sup> January 2023 (Paper 2e). APPROVED – please see Appendix 1.
5. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. BACS payments to be approved by Cllrs Hadley and Roberts.
6. To note the bank reconciliation dated 31<sup>st</sup> December (Paper 2f), the Summary Report (Paper 2g), Financial Forecast to 4<sup>th</sup> January (Paper 2h) and Reserves Report (Paper 2i). These were noted.
7. Multipay Card: To consider increasing the credit limit to £1,500 and date of monthly direct debit to be amended. APPROVED.
8. It was noted that there had been a duplicate payment of a contractor invoice during December but a reimbursement had been received.
9. To approve transfer of funds from CCLA to Unity Trust Bank. A transfer of £30,000 from CCLA to Unity Trust was APPROVED.

**22/276 Village Green:** To consider request from St Lawrence Church for a banner for the 2023 carol service (Paper 3) It was suggested that the church approach The Victoria Hall for permission to use their railings where the banner would be more visible.

**22/277 CDC's Tourism Levy:**

1. To receive a report on final sums awarded to the Parish Council (Paper 4). CDC's final paper was reviewed and there would be a meeting with CDC at 5pm on Thursday 19<sup>th</sup> January to discuss the projects. All councillors were invited.
2. To note a request was made to CDC for an additional £2,343.20 to be allocated for additional hours for parking enforcement during works to the Rissington Road car park. This request had been approved by CDC and the additional hours were in place.

**22/278 SLCC HR Summit 22<sup>nd</sup> March:** To approve request from the Clerk to attend a one-day on-line training course at cost to Council of £10 with discount. APPROVED.

**22/279 GAPTC Recruitment of New Councillor training:** To approve costs of £30 per person for attendance by the Clerk and Cllrs Davis and Hicks. APPROVED.

**22/280 Computer for Assistant Clerk:** To approve estimated costs of £1,000 from Imaginative Solutions to replace desktop computer purchased in 2014. Costs of up to £1,200 were APPROVED from the Contingency budget.

**22/281 Reports from representatives on Outside Bodies:** Cllr Davis had circulated information via email. CNL received funding from DEFRA for inclusion and access of at least £250k. Projects had been allocated, including an accessibility garden at The Old Prison and Gloucestershire Community Rail Partnership's 'Calm Corners' on railway stations.

Cllr Wragge confirmed that Moore Friends would be reviewing the Parish Council's grant application for Playrangers during January. The Victoria Hall committee membership would require review as numbers were low.

**22/282 Correspondence:** There were no items.

**22/283 Items to Note:** There were no items.

**22/284 Next Meeting:** The next Parish Council Meeting will be held at 7pm on Wednesday 1<sup>st</sup> February 2023 in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were no items.

**22/285 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 items are confidential as they relate to employment matters and commercial tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/286 To receive an update from the Clerk on rent payments** (Confidential Paper 5). This was received and noted.

**22/287 Committee Clerk/Administration Assistant:**

1. To approve appointment of the successful candidate, as recommended by the Staffing Committee following interview. The appointment of Julie Catlow was APPROVED.
2. To approve final terms and conditions for Contract of Employment. The job description, hours and payscale were as previously agreed by Council. Other terms and condition were APPROVED in line with the standard NALC contract. Other arrangements for the new role were discussed and agreed.

There being no further business the meeting closed at 20.38 hours.

## Appendix 1

Description	Supplier	Net	VAT	Total
Waste management	Grundon Waste Management	161.00	32.20	193.20
Gas charges - Flats 1 & 2	Crown Gas & Power	79.48	3.97	83.45
Chairmanship Skills Training	GAPTC	35.00	0.00	35.00
Milk and coffee	Mid Counties Co-Op	6.35	0.00	6.35
Putty	Toolstation	4.73	0.95	5.68
Thermopen for legionella testing	Electronic Temperature Instruments Ltd	55.00	11.00	66.00
Staff Tax/NI	HMRC	3,128.96	0.00	3,128.96
Assistant pension - Dec	NEST			
Clerk pension - Dec	NEST			
Assistant Clerk Salary Jan	J. Herbert			
Clerk Salary Jan	S Henley			
Caretaker Salary Jan	E. Webb			
First Aid Course - J Herbert	Cotswold First Aid	75.00	0.00	75.00
Stationery & computer mouse	Viking Direct	46.97	9.39	56.36
Fire sign	Viking Direct	3.29	0.66	3.95
Being a better cllr - Jon Wareing	GAPTC	25.00	0.00	25.00
Legionella Awareness Training & Logbook	Primary Water Solutions Ltd	500.00	100.00	600.00
Cast bronze plaque	Arkell & Hurcombe	87.50	17.50	105.00
Boiler for The Cottage-50% deposit	North Plumbing & Heating Ltd	1,183.50	0.00	1,183.50
Utility charges electricity	Smartest Energy (Dual)	441.67	88.33	530.00
Gas charges - The Cottage	Crown Gas & Power	45.68	2.28	47.96
Gas charges - PC	Crown Gas & Power	165.57	8.28	173.85
Play area Inspections	David Perry	66.00	0.00	66.00
The Library roof - deposit for works	Allsworth Roofing Ltd	190.00	38.00	228.00
Shower descaler	Hydro-X	38.83	7.77	46.60
Postage underpayment by sender	Royal Mail	1.50	0.00	1.50
Milk	Mid Counties Co-Op	1.45	0.00	1.45
Village Green Railings - replace parts	AA Fencing	267.92	53.58	321.50
Toilet Seat	Trade Washrooms Ltd	55.50	11.10	66.60
Multipay Monthly Fee	Lloyds Bank	3.00	0.00	3.00
Business Rates	Cotswold District Council	624.00	0.00	624.00
Telephone charges	Talk Talk Business	52.90	10.58	63.48
Bank charges	Unity Trust Bank	4.40	0.00	4.40
Boiler for The Cottage- 50% balance	North Plumbing & Heating Ltd	1,183.50	0.00	1,183.50
Grounds Maintenance Dec	Bibury Landscapes	1,851.67	370.33	2,222.00
Bank charges	Unity Trust Bank	52.80	0.00	52.80
Springvale allotments water	Castle Water	4.17	0.83	5.00
Piece Hedge allotments water	Castle Water	4.17	0.83	5.00
Cemetery Lane allots water	Castle Water	142.67	28.53	171.20
Litter picking & fit cem plaque	P Pulham	190.00	0.00	190.00
Youth Club supervision Dec	Inspire to Aspire	821.43	164.29	985.72
Toilet repair Flat 2	AGW Heating & Plumbing	65.00	0.00	65.00
Oil rads for use at The Cottage	Toolstation	53.34	10.67	64.01
Domain name and hosting	Imaginative Solutions	109.50	0.00	109.50
<b>Total</b>		<b>17,903.69</b>	<b>971.07</b>	<b>18,874.76</b>