

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

**Minutes of a meeting of the Parish Council held at 7.00pm on Tuesday 2<sup>nd</sup> August 2022  
in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman of the meeting), Cllrs A Davis, L Hicks, M Macklin, B Sumner, L Wilkins, B Wragge.

**In Attendance:** Sharon Henley, Clerk, County Cllr Paul Hodgkinson, District Cllr Nick Maunder, Steve Cotton, Village Warden. PC Frank Ward and PCSO John Allen.

**Members of Public:** One.

### **Public Session**

**Police Report:** PC Frank Ward and PCSO John Allen made a report including crime statistics. Travellers had been issued with a S61 notice as they had caused significant disruption in Stow on council land and at the Rugby Club. This made it possible to for a further S61 notice to be issued when the travellers arrived at The Cotswold School in Bourton. Travellers then left the Cotswolds.

The Clerk is arranging a Drug Awareness talk with PCSO Allen for the litter picking volunteers.

Concerns were raised by a councillor about drug dealing at Melville and the police encouraged any sightings to be diarised and evidence collected for reporting via 101.

### **County Cllr Paul Hodgkinson**

Covid cases were now dipping but over 50s and the clinically extremely vulnerable were urged to take advantage of booster jabs and flu jabs on offer.

The County Council were running a consultation on the new road safety policy, and this would be discussed by the Parish Council Highways Committee. It included a default 20mph speed limit.

Roads in The Furrows were still not adopted and there were renewed calls for a 20mph speed limit. This may be considered owing to the absence of pavements in the development.

All matters outstanding with the Parish Council had been chased with the Deputy Area Highway Manager.

A resident from Letch Lane had requested the removal of double yellow lines outside their property. The enquiry to be forwarded to the Parish Council for comment.

It was highlighted that trees on the A429 and at Station Road were obscuring road signs. Roads at Bourton Chase required full adoption and white lines were needed at the entrance to the estate. Cllr Hodgkinson to investigate these as necessary.

A pilot of a local on-demand rural bus service was starting mid-August. Cllr Hodgkinson to forward further information to the Parish Council and investigate issues with passengers being stuck at Northleach due to lack of liaison by bus companies.

### **District Cllr Nick Maunder**

The Planning Enforcement Officer was investigating whether the new sign on The Candy Shop was in contravention of planning laws.

A new material planning consideration had been raised on the de la Hayes site applications which had resulted in a further delay to the decision.

Cllr Maunder had met with senior officers at CDC to discuss the closure of the coach park. It was planned to meet with stakeholders in September to understand their views and potential solutions.

The disabled toilets in High Street had been closed for several weeks due to building work. Cllr Maunder to investigate.

### **Steve Cotton, Village Warden**

A proposal to install a new planter outside the toilets in the High Street would be forwarded for consideration by the Village Environment Committee. To be funded by the WI.

**22/102 Apologies for Absence:** Cllrs S Coventry, B Hadley and N Randall. There were accepted.

**22/103 Declarations of interest in items on the agenda:** There were none.

**22/104 Approval of Minutes of the Parish Council meeting on 6<sup>th</sup> July 2022.** Proposed by Cllr Sumner, seconded by Cllr Hicks and unanimously APPROVED as a true record.

**22/105 Matters arising:** There were none.

**22/106 Clerk's Report:**

- The External Auditor's report had been received and would be on the September agenda for formal review.
- The Community Centre Boiler removal was scheduled for 15<sup>th</sup> and 16<sup>th</sup> August with the rear gates to be utilised for access.
- The date for the Quarter 1 financial checks was confirmed for 8<sup>th</sup> August with Cllrs Davis and Roberts.
- Cllr Davis had completed payment for her laptop but there had been an overpayment of £66 due to a bank error which was included on the payments list for reimbursement.

**22/107 Planning Committee:** The draft minutes of the Planning Committee on 13<sup>th</sup> and 27<sup>th</sup> July were noted.

Cllr Davis to circulate the draft response to the NALC Short Term Holiday Lets consultation for input by all councillors.

Cllrs Hodgkinson and Maunder left the meeting at this point.

**22/108 Village Environment Committee:**

1. The draft minutes of the meeting held on 13<sup>th</sup> July were noted.
2. Environmental Action Working Group:
  - a. To agree on councillor representation on the group. Cllr Hadley had volunteered to sit on the group if required.
  - b. To agree Terms of Reference. Jon Wareing was present at the meeting and agreed to draft a document for review at the next VEC meeting and then onward review by full Council. An informal gathering would take place to seek volunteers from the community and this would be advertised in the Bourton Browser.

The member of public left the meeting at this point.

**22/109 Highways Committee:**

1. The minutes of the meeting held on 11<sup>th</sup> July were noted.
2. Update on GCC Highways Local Fund. Cllr Hodgkinson allocated £10,000 this financial year to Bourton. £5,000 to resurfacing the footpath from Mousetrap Lane to the school and £5,000 to pay for a feasibility study of the strategy for the village parking and traffic flow.

**22/110 Youth & Well-being Committee:** The draft minutes of the meeting on 11<sup>th</sup> July were noted.

The Carer's Hub in Gloucestershire were hosting an on-line meeting on 3<sup>rd</sup> August - Cllr Hicks hoped to attend.

**22/111 GMCC Committee:**

1. The draft minutes of the meeting on 21<sup>st</sup> July were noted.
2. Lightning Conductor: To approve remedial work by PTSG at £1,846.80 + VAT (Paper 1a) to be funded by GMCC earmarked reserves. APPROVED.
3. Legionella Risk Assessment: To approve a quote by Primary Water Solutions at £420 + VAT (Paper 1b) to be funded by GMCC earmarked reserves. The Clerk was checking that the quote covered all of the building and The Old Chapel. The Clerk was authorised to spend up to £620 + VAT if required, to be funded by the GMCC earmarked reserves.
4. To consider recommendation by the committee to schedule meetings every two months rather than once a quarter. To agree new dates if approved. It was agreed to meet at 6pm on Thursday 22<sup>nd</sup> September. The October meeting to be rescheduled accordingly.

**22/112 Village Green Bookings:** Bourton Rovers Football Club requested permission for Football in the River on August Bank Holiday Monday from 11.15am until 12.15pm and this was APPROVED.

**22/113 Finance & General Purposes Committee:**

1. The draft minutes of the meeting on 21<sup>st</sup> July were noted.
2. To elect a committee chairman. Cllr Hadley was proposed as Chairman by Cllr Sumner and seconded by Cllr Hicks. This was APPROVED.
3. To elect a committee vice chairman. Cllr Roberts was proposed as Vice Chairman by Cllr Sumner and seconded by Cllr Hicks. This was APPROVED.
4. It was agreed to hold an Extraordinary F&GP meeting to discuss investments at 6.30pm on Wednesday 10<sup>th</sup> August.
5. Extraordinary Council Meeting to discuss Budgets 2023-24 to be held on Monday 26<sup>th</sup> September at 6pm. This was APPROVED. Budgets to be added to each committee agenda prior to the meeting so each committee chairman could attend with an initial draft.

**22/114 Council updated policies:** To review the following draft documents:

1. Absence Management Policy (Paper 2a). APPROVED.
2. Disciplinary Policy (Paper 2b). APPROVED.
3. Grievance Procedure (Paper 2c). APPROVED.
4. Grants Policy (Paper 2d). APPROVED.
5. Smoking & Vaping Policy (Paper 2e). The Smoking at Work Policy had been updated to include all centre and car park users. The Policy was APPROVED for circulation to all staff and tenants. The Clerk to check the lease agreement for Flat 2 for wording on smoking and vaping.
6. Health & Safety Policy (Paper 2f). APPROVED.
7. Standing Orders (Paper 2g). It was agreed to amend item 3f to read that 'public speaking shall not exceed 10 minutes at the beginning of the meeting and 10 minutes at the end of a meeting for a full Council meeting (unless directed by the Chairman of the meeting)'. Following that amendment the document was APPROVED.
8. Co-Option Policy (Paper 2h). It was agreed that the Clerk should make minor amendments as agreed and re-circulate the document by email for approval prior to publishing.

**22/115 Finance:**

1. Consider and approve the schedule of payments up to 2<sup>nd</sup> August 2022 (Paper 3a). APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllr Roberts and Hicks to approve the BACS payments.
3. The bank reconciliation dated 31<sup>st</sup> July (Paper 3b) was not available as the bank statement was awaited so would be presented in September. The Summary Report (Paper 3c), Financial Forecast to 3<sup>rd</sup> August (Paper 3d) and Reserves Report (Paper 3e) were reviewed and noted. The Finance Officer was investigating the balance on the Flat 1 rent deposit earmarked reserve as this was currently incorrect.

**22/116 Bi-election or co-option of new councillor:** Update on method of recruitment of new councillor and timescales. As Cotswold District Council had received no requests for an election the Parish Council could proceed to co-option at the September meeting. The vacancy had been advertised in the Bourton Browser with a deadline for applications on 19<sup>th</sup> August. It was agreed to informally interview any candidates on Monday 5<sup>th</sup> September at 6pm.

**22/117 Reinstatement Cost Assessment for the Community Centre:** To review quotes for report for insurance purposes (Paper 4). Two quotes were reviewed and the quote from Barrett Corp Harrington at £700 + VAT was APPROVED for funding by the Contingency budget.

**22/117(a) SLCC Midlands Training Seminar on Wed 21st Sept:** To consider funding the Clerk's attendance at £85.00 + VAT (Agenda – Paper 5). APPROVED for funding by the contingency budget.

**22/118 Clerk's Delegated Authority:** To review current arrangements as approved at the July meeting and agree any amendments as required. It was agreed that the Clerk's delegated authority to respond on planning applications and TPOs should continue if the response dates could not be met by Planning Committee meetings. It was further agreed that this should remain in place until the end of the Council year on 31<sup>st</sup> March 2023.

**22/119 Reports from representatives on Outside Bodies:** Cllr Davis attended the GAPTC AGM where holiday lets and remote attendance at meetings were discussed. The Clerk to circulate the link to the recording.

Cllr Wragge attended the AGM of the Victoria Hall. Funds were in credit but the roof may require replacement and arrangements for running the hall were under review.

**22/120 Correspondence:**

1. The Getting Connected Group's request to use a meeting room free of charge had previously been considered by the Community Centre Committee and a limited offer had been made. However, this offer did not meet their needs and a further request had been received. Following discussion, it was agreed that there would need to be a charge for the room as other charities and community organisations did not receive free room hire. Cllr Wragge suggested that they apply to Moore Friends for grant funding and agreed to discuss the request with the other trustees.
2. Bourton Library had requested to meet councillors to gain input on ways to improve their services with funding available. It was agreed to invite them to make a five minute presentation at the September Council meeting.

3. PCSO John Allen had requested permission to carry out bike marking in the Community Centre car park from 10am to 2pm on Saturday 27<sup>th</sup> August and this was APPROVED.

**22/121 Items to Note:**

A hedge over the pavement at Stanway Green and a Screwfix sign on Meadow Way were to be investigated by the Highways Committee.

Fosseway Hire had requested to erect a signboard on the grass by the Meadow Way junction and they were to be advised to make a request to GCC Highways.

**22/122 Annual Meeting 3<sup>rd</sup> May 2023:** To reschedule to 7pm on Monday 15<sup>th</sup> May to accommodate Parish Council election requirements. APPROVED.

**22/123 Next Meeting:** 7pm on Wednesday 7<sup>th</sup> September 2022 in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were none present.

**22/124 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 a commercial tenancy. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/125** To receive an update from the Clerk on rent payments (Confidential Paper 6). The Clerk updated on the current situation and it was agreed to review the matter again in September.

Flat 2 lease: The Clerk to make initial enquiries on renewal of the tenancy, due in October 2022.

There being no further business the meeting closed at 21.40 hours.

Appendix 1

Payments List - Council Meeting 2nd August 2022							
Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total
<b><u>Cheques</u></b>							
<b><u>BACS</u></b>							
221	7/4/2022		HMRC	Staff tax/NI - July	1,834.81	0.00	1,834.81
224	7/11/2022	9493	Cotswold & Vale	Electrical repairs - The Cottage	211.44	42.29	253.73
225	7/12/2022	CD970189027	Omega Red Group	Lightning protection inspection	212.00	42.40	254.40
233	7/20/2022	7266605	Viking	Stationery	58.92	11.78	70.70
235	7/25/2022	41/2021-22	Bourton Vale CC	Hire of pavilion for Youth Club	266.67	53.33	320.00
236	7/22/2022	302514	S.A.F.E.	Replace tap at Cemetery	77.80	15.56	93.36
237	7/31/2022	V153	Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
247-251	7/28/2022		Peter Pulham	Litter picking at Cemetery and play areas	205.00	0.00	205.00
252	7/27/2022	SB20220113	PKF Littlejohn	Annual audit fee	800.00	160.00	960.00
253	7/29/2022	2013	The Wright Signs	Signage at Springvale Allotments	55.00	0.00	55.00
254	7/30/2022	88	Inspire to Aspire	Youth club supervision	683.54	136.71	820.25
255	7/29/2022	PI0013	David Perry	Play area inspections - July	112.30	0.00	112.30
256	8/1/2022		Cllr Amanda Davis	Refund of overpayment of laptop	66.00	0.00	66.00
<b><u>Multipay Card</u></b>							
240	6/28/2022		Moreton in Marsh Show	Membership fee	30.00	0.00	30.00
241	7/7/2022	140903	The Paint Shed	Paint	22.28	3.26	25.54
242	7/26/2022		Lloyds Bank	Monthly Multipay card fee	3.00	0.00	3.00
<b><u>DDs</u></b>							
222	7/15/2022	2671516	Smartest Energy	Electricity charges - June	441.67	88.63	530.30
223	7/25/2022	1324078	Apogee (Directtec)	Photocopier support	88.35	17.67	106.02
226	7/15/2022	2606376	Crown Gas & Power	Gas charges - PC	20.11	1.01	21.12
227	7/15/2022	2600217	Crown Gas & Power	Gas charges - 1st Floor	8.47	0.42	8.89
232	7/15/2022	2600216	Crown Gas & Power	Gas charges - The Cottage	10.49	0.52	11.01
234	7/4/2022		Cotswold District Council	Business rates	624.00	0.00	624.00
238-9	7/6/2022	n/a	NEST Pension	Period end 31/7/2022	560.47	0.00	560.47
243	7/20/2022	PSI-0660362	Grundon	Refuse collections	142.61	28.52	171.13
244	7/28/2022	7484288	Castle Water	Water charges - Springvale	4.17	0.83	5.00
245	7/21/2022	1084732	CPRE	Annual subscription	36.00	0.00	36.00
246	7/27/2022	23895951	TalkTalk	Landline & broadband 27th June - 22nd July & line rental	52.72	10.54	63.26
257	7/29/2022		Castle Water	Water charges - Piece Hedge	4.17	0.83	5.00

258	7/29/2022		Castle Water	Water charges - GMCC (invoice not available)	39.08	0.00	39.08
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**Staff Wages**

228	8/23/2022		S Henley	Wages - Aug			
229	8/23/2022		C Cooper	Wages - Aug			
230	8/23/2022		J Herbert	Wages - Aug			
231	8/23/2022		E Webb	Wages - Aug			
<b>Totals</b>					<b>13,612.95</b>	<b>984.63</b>	<b>14,597.58</b>

\* paid between meetings  
Power to Spend is General Power of Competence in all cases.