

Bourton-on-the-Water Parish Council

Draft Minutes of the Highways Committee Meeting

held at 6.30pm on Thursday 21st September 2023

in The Windrush Room, The George Moore Community Centre

Those Present: Cllr L Wilkins (Chairman), Cllrs A Davis, M Macklin, A Roberts, and B Wragge.

In Attendance: Vanessa Oliveri, Locum Committee Clerk

Members of Public: None present.

1. **Apologies for absence:** The committee received apologies from Cllr Tapper and Cllr Samuel.
2. **Declarations of Interest:** None.
3. **Minutes of the Highways Committee held on 24th July 2023.**

Cllr Macklin proposed to approve the minutes of the Highways Committee held on 24th July 2023.

Cllr Wragge seconded the proposal and a unanimous vote of all in favour was taken of approving the minutes of 24th July 2023.
4. **Opportunity for members of the public to speak:** None present.
5. **Matters Arising: Closure of Coach Park:** Review of current situation. Note that there will be a meeting to be held between the PC and CDC on 10th October in the café area at GMCC at 6.00 pm. A request will be made to the police for additional police presence in the village to assist with the problem with coaches and parking issues. Legal responsibilities/powers were to be confirmed by the police.
6. **Police:** To receive a police report. – Not present and no report received.
7. **The current Highways Cost Centre Summary Report and Reserves Report (Papers 1a & b):** had been circulated prior to the meeting and were noted by the committee members present.
8. **2024/2025 Highways budget –** The committee considered the 2024/2025 Highways budget for submission to the Finance and Governance Committee as follows: -

11010	Footpaths	£	500.00
11050	Winter weather	£	500.00
21010	CEO additional hours	£	10,000.00
21011	Camera maintenance	£	4,000.00
21037	Highways safety	£	3,500.00 (Note: change of code title)
21043	ANPR planned replacement EMR	£	3,000.00 (Note: change of code title)
	Total		£21,500.00
9. **Traffic & Highways:**
 - a. Management and delivery of the Strategic Plan: **Cllr Wilkins agreed to contact County Cllr Hodgkinson** to inform him that BPC could not progress with the Strategic Plan until GCC had completed the road markings and the dropped kerbs in the village which had arisen from the TRO's. The committee agreed to carry out a survey to find out if residents want resident parking in the village – this would be at a cost to residents.
 - b. Delivery of VAS: Waiting for GCC to sort out.
 - c. Inoperative VAS: Rissington Road. Cllr Roberts reported that BPC would be informed of the repair costs in due course. The cherry picker would cost a bit more than originally quoted for and would be in the region of £400.00 for the hire cost to be able to undertake the repair.
 - d. Installation of dropped kerbs: No update received from Dan Tiffney – **Cllr Roberts to chase.**

- e. Cleaning of road signs through GCC Highways Local Scheme: The committee agreed that the whole of Bourton-on-the-Water Parish was to be included in the cleaning of road signs.
10. **Footpaths:** Periwinkle Bank and Manor Fields Footpaths – To agree to involve the Rights of Way Officer and Paths Warden to work on a job specification required and to obtain quotations prior to when funding becomes available.
Periwinkle Bank: The committee agreed that costs should be sought and funding for this work should be requested to come out of next year's Tourist Levy as per CDC on 19th September.
Cllr Roberts was obtaining costings from John Foster, Parish Warden for this work.
Cllr Davis was putting in for a bid from, 'Caring For the Cotswolds Fund' to cover the costs for the Manor Fields footpath. **The committee agreed for Cllr Davis to communicate with John Foster, Parish Warden for advice and costs on the Manor Fields footpath.**
11. **Dog poo bag & dispenser:** Supplied and installed by Steve Cotton, Village Warden. Informed Assistant Clerk that the dispensers would have to be refilled by the Parish Council. The committee agreed that the PC had not been consulted on this decision and agreed that they would not be funding the refills of the dog poo dispensers. **CDC to be notified. – Committee Clerk to action.**
12. **Traffic Cones:** Cllr Roberts had provided costs to purchase traffic cones prior to the meeting. The committee agreed that GCC should be contacted to provide the traffic cones as the need for the cones was a result of GCC not having put the road markings in place which had all been confirmed when the TRO's for the village had been agreed. – **Cllr Roberts to contact GCC.**
13. **Road Cameras:** The committee received the reserve figures on road cameras under item 8 2024/25 Highways Budget.
14. **Parking Enforcement Hours:** The committee agreed that the Parish Council would prefer to have one Parking Enforcement Officer present at any one time, rather than two Parking Enforcement Officers present at the same time using up the allocated hours. The committee agreed that the rules required confirming with regard to zero tolerance, hours present in the village and contract to be from middle of March to the middle of October. **Cllr Wilkins to communicate with GCC's Senior Parking Officer on these requests for next year's contract.**
15. **Correspondence:**
- a. Letter from resident re Piece Hedge (Paper 2). The committee noted the letter received and confirmed that the hedge had already been cut by idverde, contractor. A letter was to be sent to the resident thanking her for her letter and this area has now been identified and confirmed with the PC's contractor. The committee agreed that an article was to go into the November issue of the Bourton Browser requesting residents to cut their hedges back which overhang the public footpaths. The same note was to go into the February edition of the Bourton Browser. **The Assistant Clerk to action.**
16. **Items to note:**
- a) The committee noted that the wall adjacent from the public toilets in the village was cracked and leaning – **Cllr Roberts agreed to take a photograph of the wall and notify the owner.**
- b) Cllr Roberts noted that the soakaway at Jubilee Orchard footpath became flooded with the rain last week to around 3cm. He requested that a quote was sought for digging out the sump in the path for consideration at the next meeting. – **Contractor to be contacted to quote for this work prior to the next PC meeting.**
17. **Date of Next Meeting:** 6.30pm on Thursday 26th October in the Windrush Room.

There being no further business the meeting closed at 8.39pm.