

**BOURTON ON THE WATER PARISH COUNCIL
MINUTES OF THE MEETING OF BOURTON ON THE WATER
PARISH COUNCIL HELD ON WEDNESDAY 2ND MAY 2018
AT 7.00PM IN THE GEORGE MOORE COMMUNITY CENTRE, MOORE RD, BOURTON ON THE WATER**

Present: Cllrs B Sumner (Chair), S Coventry, J Cowen, R Daniel, R Hadley, L Hicks, J Jowitt, N Randall, B Rogers, S Senior, B Wragge

Cllr Sumner expressed Council's best wishes to PCSO Oliveira prior to her forthcoming transfer, and expressed grateful thanks for her considerable commitment to Bourton Community policing over 14 years.

18/001: Election of Chairman

Cllr Sumner presided as current Chairman. Cllr Daniel nominated Cllr Hadley, seconded by Cllr Hicks. Cllr Hadley indicated he was willing to stand as Chairman; there being no other nominations, Cllr Hadley was elected unanimously and chaired the remainder of the meeting. Thanks were given to Cllr Sumner as the outgoing Chair for over 10 years, and to the considerable progress achieved during his chairmanship, particularly in securing the future of the Community Centre.

Standing Orders were suspended for the Public Session

Police Report: A crime statistical report had been circulated and PCSO Oliveira gave a brief verbal report on year on year crime statistics, and the reasons behind changes to the different categories of crime. The local team remains committed to being pro-active in tackling ASB and prosecuting local crimes. PCSO Symes is already in post prior to PCSO Oliveira's transfer, and the local team will soon increase to 3 PCSO's for the N. Cotswold area. Sgt Gloyne will attend the forthcoming Crime meeting on 24th May.

County Cllr Report: County Cllr Hodgkinson reported on various funding opportunities for 2018-19, actions arising from the recent meeting with Thames Water and the forthcoming Crime meeting. He also reported that GCC believed the surface of the paved area in front of de la Haye's Fish & Chip Shop on the High St to be owned by GCC, and the owner of the shop has been advised of this by GCC, and asked to remove picnic benches – the issue of ownership is currently in dispute between the 2 parties.

Ward District Cllr Report: Ward District Cllr Keeling gave apologies and his written report was summarised. Ward Cllr Len Wilkins reported on various matters relating to planning and licensing matters, grant funding opportunities in general and WWI Commemoration/Youth funding in particular.

Public Questions: Members of the public sought information on the Windrush Restaurant premises licence application, clarification of planning conditions attached to the construction of B. Chase Phase III, and thanks were offered to County Cllr Hodgkinson for his assistance with issues relating to Rissington Rd pumping station activity.

18/002: Apologies for Absence:

There were no apologies for absence.

18/003: Members' Interests

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

18/004: Minutes of the Meeting held on 4th April 2018

Cllr Sumner proposed the Minutes of the Meeting of 4th April 2018 be accepted as a true record of the meeting, seconded by Cllr Rogers. Unanimous agreement of those members present in April.

18/005: Election of Vice-Chairman

Cllr Hadley nominated Cllr Sumner, seconded by Cllr Hicks. Cllr Sumner indicated he was willing to stand as Vice-Chairman; there being no other nominations, Cllr Sumner was elected unanimously.

18/006: Matters Arising from Minutes of the Meeting held on 4th April 2018

- A report was received from Greystones Farm confirming that signage displayed at the entrance to Greystones Lane is being amended, in line with Council's request to clarify matters relating to public parking;
- A report was received on the successful Village Litter Pick in April and it was agreed to try to recruit more resident volunteers to litter pick on a regular basis;
- A report was received on the progress of the Sharon Laws commemoration;

18/007: Casual Vacancy

- Council welcomed Sharon Coventry as a councillor and noted the signature by Cllr Sharon Coventry of the declaration of Acceptance of Office. A budget of £90 was agreed for training and committee membership will be agreed in June.

18/004

18/008: Burial & Allotments Committee Report

Cllr Daniel reported from the April Committee meeting and the following was discussed and agreed:

- Council noted the additional spend of £16 + VAT for a notice-board at C. Lane allotments;
- Council noted and agreed the new Heads of Terms relating to renewal of the 7 year Lease for the Springvale allotment site with a break clause after the 6th anniversary only; approval was given to the Committee to progress signature of the Lease on this basis and for the Clerk to sign the interim Letter Agreement to ensure the tenancy continues pending signature of the new Lease;

18/009: Playing Fields Committee Report

Cllr Hicks reported from the April Committee meeting and the following was discussed further:

- an update was given in respect of the project to expand the play equipment provision and to provide a permanent home for the Youth Club at the Naight – both projects are in the early stages, with various issues to consider, address and resolve - funding opportunities are also being investigated.
- CMAS will make a presentation to Moore Friends' AGM in respect of their funding for Outreach sessions;

18/010: Village Maintenance & Highways Committee Report

Cllr Jowitt reported from the April Committee meeting and the following was agreed:

- Cllr Jowitt proposed Council approve a budget of £400 from the general committee maintenance budget to install 2 new bollards at both entrances to Riverside Walk at Victoria Street, seconded by Cllr Sumner. The Committee will progress this work and confirm the equipment specification prior to order;
- Cllr Jowitt proposed Council note and approve retrospectively Treetech's quote of £1,295 + VAT to remove a tree on Riverside Walk on the basis of safety – the tree was removed at the end of April;
- Cllr Jowitt proposed Council approve Treetech's quote of £355 + VAT to undertake maintenance works to trees at St Lawrence's closed churchyard and on Riverside Walk, seconded by Cllr Hicks. Unanimous agreement. The Old Manse will be asked to contribute towards the cost of works to trees on Riverside Walk.

18/011: Traffic & Footpaths Committee

Cllr Randall reported from the April meeting and the following was discussed further:

- A walkabout inspection of the village is being arranged to finalise issues to be included in a Village Traffic Regulation Order, following which proposals will be submitted to a Public Meeting for comment.

18/012: Planning

Cllr Sumner gave a verbal report on matters from the April Committee meeting.

18/013: Village Green Bookings

- Bourton Rovers FC's request to use the River for an additional Football in the River event in June as part of a major fund-raising event was discussed and approved unanimously, on an exceptional basis;

18/014: Community Centre Update

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

- Council noted a significant on-account payment of £23k is due to be made in respect of sums outstanding relating to the lease for GCC's Community Care Services team;
- Council noted planning permission has been given to change the use for Flat 1 to commercial use and the new Lease is due to be completed this week;
- An update was provided in respect of the major project to repair windows and roofs;
- Council noted that Lloyds Bank is seeking renewal of the Licence for the Mobile Banking Unit to occupy space at the Centre for 3 sessions pw – frequency to remain unchanged. It was unanimously agreed to maintain the Licence charge at £1,000 for the next 12 months;
- The next Committee meeting will take place on Thursday 10th May at 3pm, and will include items on GDPR, IT network upgrade and WWI Commemoration.

18/015: Finance: Internal Governance Statement – AGAR 2017-18

In line with recommendations made by the Internal Financial Controller, Cllr Cowen proposed Council APPROVE BY RESOLUTION the Internal Governance Statement for 2017-18 (Section 1 of the AGAR), seconded by Cllr Hicks. Unanimously Approved by Resolution.

18/016 Finance

- Cllr Hadley read out details of payments. Cllr Randall proposed the payments itemised on the circulated list in the total sum of £16,002.08 be approved and cheques signed, seconded by Cllr Jowitt. Unanimous.
- In line with recommendations made by the Internal Financial Controller, Cllr Cowen proposed Council APPROVE BY RESOLUTION the circulated Accounting Statement for 2017-18 (Section 2 of the AGAR), authorise its signature at the meeting by the Chairman and immediate submission to the External Auditors, PKF-Littlejohn, seconded by Cllr Jowitt. Unanimously Approved by Resolution.

18/005

- Council noted and approved the proposed dates for the Exercise of Public Rights to inspect unaudited accounts for 2017-18 which will take place between Monday 4th June and Friday 13th July;
- Council noted the satisfactory completion of the 4th qtr check 2017-18 by Cllr Hadley with no issues requiring action or further discussion;
- Council considered Bourton Vale Cricket Club's request for advance payment of the grant approved in 2017 and the request was agreed unanimously, subject to various conditions;
- Council noted publication of NALC employee salary scales for 2018-19 and authorised signature of the bank instruction to amend salary payments for staff accordingly with effect 1st April 2018;
- Council noted information from Scribe relating to future storage of accounting information and requested further information on the proposed Cloud-based storage of data to be discussed further;
- Council deferred consideration of revised model Standing Orders to a later meeting;

18/017: Bye-Laws

- Council noted information from DCLG relating to minor amendments required to enable the application to replace bye-laws. The amendments were discussed and approved unanimously.

18/018: General Data Protection Regulations

Cllr Rogers provided an update on preparations – various privacy policies have been drafted for review and consideration at a meeting on 10th May. Cllr Rogers will meet with office staff prior to the meeting to gather information to enable preparations to progress.

18/019: 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 web-site.

18/020: Any Other Business

- Council discussed a report from the Chamber of Commerce EGM in April, and will investigate storage options for a number of items relating to the Christmas displays.
- Cllr Wragge reported from various meetings and the forthcoming meeting relating to Healthy Communities and funding opportunities.
- Cllr Hicks sought clarification regarding refuse collections in Mousetrap Lane – Cllr Wilkins will investigate.

18/021: Next Meeting

The next meeting of Bourton on the Water Parish Council will be held on Wednesday 6th June 2018 at 7.00pm at the George Moore Community Centre.

Public Questions:

Members of the public submitted questions regarding action available in respect of unauthorised works to Listed Buildings, the recent removal of the Holm Oak, the Public Meeting relating to parking issues and parking on dropped kerbs.

CHAIRMAN'S SIGNATURE.....  DATE: 08.06.2018

Financial decisions:

Minute	Item	Power	Sum (ex VAT)£
18/007	Cllr Training	Local Govt Act 1972, s.111	90.00
18/008	Allotment notice-board – additional costs	Open Spaces Act 1906, s.9/10	16.00
18/010	Bollard – Riverside Walk	Open Spaces Act 1906, s.9/10	400.00
	Tree works – Riverside Walk	Open Spaces Act 1906, s.9/10	1,295.00
	Tree works – St Lawrence's Churchyard	Open Spaces Act 1906, s.9/10	355.00
18/016	Grant – Bourton Vale Cricket Club	Local Govt Act 1972, s137	1,800.00
18/019	CPRE - AGM attendance fees	Local Govt Act 1972, s.111	10.00

18/006