

**Bourton-on-the-Water Parish Council**  
**Minutes of the Parish Council Meeting held at 7pm on Wednesday 5<sup>th</sup> January 2022**  
**in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllrs R Hadley (Chairman), S Coventry, A Davis, L Hicks, M Macklin, P Millett, N Randall, A Roberts, B Sumner, L Wilkins and B Wragge (from Agenda Item 16).

**In Attendance:** Joanna Herbert (Assistant Clerk), County Cllr Paul Hodgkinson and District Cllr N Maunders.

**Members of Public:** 1

**Standing Orders were suspended for the following reports and the public session**

**Police Report:** The Police team had given apologies but Cllr Hadley read out a written report from PC Richie Webb which gave a summary of crimes reported during December. It was noted that PC Francis Ward had now taken over responsibility for the village as PC Webb would continue to work in Cirencester. The Parish Council gave thanks to PC Webb for all his help and support during his time in the parish.

**County Cllr Report:** County Cllr Paul Hodgkinson reported that there had been 7,000 new cases of Covid-19 recorded in the whole of Gloucestershire in the last 7 days which was up 1/3 from the previous week. 1,060 of these cases were recorded in the Cotswolds. 80% of adults in the county had now received their booster jab. Although hospital cases had risen to 120 across the county the figures reported were lower than January 2021. Cllr Hodgkinson also gave updates on issues with damage to a pavement near Dikler Close and local water pollution. He reported that the next TAG meeting would be held on 25<sup>th</sup> January.

**District Cllr Report:** District Cllr Nick Maunders reported that CDC had agreed to defer its decision to charge parish and town councils for elections to allow consultation to be undertaken. He reported that the repair works at the Rissington Road car park had been delayed but that a contractor had now been appointed and a site meeting would be held on 6<sup>th</sup> January. The contractors had been informed that the car park needs to be open by 1<sup>st</sup> April. Cllr Maunders gave an update on development at The Dower House, High St. which includes a retrospective application for a garden house and new application for a gym. Cllr Maunders had requested that both applications were considered by CDC's full planning committee. He also confirmed that he would request a progress update regarding the removal of the concrete plinth at Manor Fields and the management of public open spaces. He had no further update on developments at De La Hayes.

**Cllrs Hodgkinson and Maunders left the meeting following the public session.**

**21/160 Apologies for absence:** Sharon Henley (Clerk/RFO), District Cllr Richard Keeling, PC Alison Palfrey, PCSO John Allen and Village Warden Steve Cotton.

**21/161 Declarations of interest in items on the agenda:** Cllr Hadley declared a pecuniary interest in Agenda Items 19 and 22b as Director and Secretary of the VIC and requested that Cllr Hicks take the chair whilst both items were discussed.

**21/162 Approval of Draft Minutes of Parish Council Meeting held on 1<sup>st</sup> December 2021:** Proposed by Cllr Hadley, seconded by Cllr Millett. Cllrs Randall, Hicks and Roberts abstained as they were not present at the meeting and the minutes were APPROVED by all other members present.

**21/163 Matters arising:** There were none.

**21/164 Clerk's Report shared by the Assistant Clerk:**

- a. Cllr Davis has agreed to purchase the Council laptop as offered at a cost of £400 to be paid in 6 monthly instalments from January. There is an agenda item to purchase a new laptop for use by the Clerk.
- b. The Diocese have approved a faculty for the removal of the Len Hill Memorial but have only just advised a cost of £315.60 including VAT for its issue. The removal work has been approved already and is required on health and safety grounds as the memorial is unsafe. Therefore, Council is being asked to approve this expenditure in the payments list.
- c. Correction from December the £20.96 for Castle Water Piece Hedge allotments was incorrectly totalled on the Payments List to £68.77.
- d. GMCC and F&GP meetings brought forward from 20<sup>th</sup> to 13<sup>th</sup> January in order for the Clerk to attend.

- e. The Clerk used delegated powers to instruct Treotech to complete urgent work to remove a fallen tree from the Cemetery Lane allotments which fell onto a neighbour's land at a cost of £126.15 + VAT. Invoice in payments list.
- f. During recent discussions with GAPTC it became clear that their previous advice about BoWPC being unable to retain the General Power of Competence following the previous clerk's departure was incorrectly given. GAPTC now advise that Council still has the GPoC as we have a qualified clerk and just need to re-confirm this at the Annual Meeting following the next ordinary elections in 2023.

#### **21/165 Planning Committee:**

- a. The Committee Chairman, Cllr Davis, presented a short summary from the meeting held on 8<sup>th</sup> December.
- b. The following planning applications were considered and comments agreed by Council as deadlines were prior to the next Planning Committee meeting:

	Ref	Address	Proposal	Deadline
a	<a href="#">21/04577/FUL</a>	23 Park Farm GL54 2HF	Removal of existing conservatory and proposed single storey rear extension	Extended to 6 <sup>th</sup> Jan 2022
<b>Comment</b>				
The Parish Council has no objection to this application.				
b	<a href="#">21/04299/LBC</a>	Pock Hill Farm House, Pock Hill Lane GL54 2DD	Partial re-roofing of dwelling and associated works	10 <sup>th</sup> Jan 2022
<b>Comment</b>				
The Parish Council raised no objection to this application and is content to go with the recommendations of CDC's Conservation Officer.				

#### **21/166 Village Environment Committee:**

- a. The Committee Chairman, Cllr Millett, presented a short summary from the meeting held on 8<sup>th</sup> December.
- b. It was noted that a grant application totalling £4,865 had been submitted to the Build Back Better grant fund for repainting of ironwork and replacement of bins on the Village Green.
- c. Council approved the updated Tree Management Policy (Paper 1) as recommended by the Committee. Any possible additions to the 2021 tree survey would be discussed at the January Committee meeting.
- d. Council noted the proposals of Defra's consultation (Paper 2) on amendments to the Environmental Permitting (England & Wales) Regulations 2016 and the possible impact the changes could have on reducing burial space. The Assistant Clerk was asked to check whether the changes would apply to existing cemeteries or new developments only.
- e. Council noted the initial report and plan from Cemetery Development Services (Papers 3a & b) with a view to providing additional burial space in the parish. It was recommended that £4,000 + VAT should be included in the budget for 2022/23 to complete a screening exercise to identify suitable sites within the whole parish.

Council agreed to put up green fencing temporarily as soon as possible to enable the recovery of the grassed areas along the riverside walk. A long-term solution would need to be sought to protect this area in the future.

#### **21/167 Highways Committee:**

The Committee Chairman, Cllr Roberts, presented a short summary from the meeting held on 13<sup>th</sup> December.

#### **21/168 Youth & Well-being Committee:**

- a. The Committee Chairman, Cllr Hicks, presented a short summary from the meeting held on 13<sup>th</sup> December.
- b. It was reported that the new Play Equipment Projects at The Naight and Melville were now complete. Some snagging issues would be discussed at the January Committee meeting and Kompan would be contacted to make good the access track. An official opening would be held in January.
- c. Council confirmed that Youth Club could continue in line with government guidance. It was noted that the equipment shed would be relocated to make space for new cricket nets.
- d. It was agreed that the Accessibility Audit report would be included on each committee's January agenda with a view to coming back to Council with suggestions to prioritise key actions. The audit report will also be shared with County and District Councillors.

#### **21/169 GMCC Committee:**

- a. It was noted that the new tenancy of The Old Chapel had started and Council approved the repayment of the previous tenant's deposit in full.
- b. It was agreed that Council should serve notice to its current printer/photocopier supplier, Apogee, due to the supplier not fulfilling the agreement to provide the upgraded machine that was requested. Council agreed to

progress the supply of a machine from an alternative supplier, used by Bourton Primary School, provided the costs were within those approved by Council on 1<sup>st</sup> September 2021.

## 21/170 Village Green Bookings:

It was noted that Bourton Roadrunners' 10k Road Race will take place on 27<sup>th</sup> February 2022 for which a water station will be set up on two tables on the footpath. The green will not be used.

## 21/171 Platinum Jubilee Event June 2022:

- An update was received from the Working Party (Paper 4a) and the following requests were approved by Council:
  - Funding the provision of a permanent commemorative souvenir of the Jubilee to all primary school aged children in the parish (circa 280 children).
  - Use of the river on Saturday 4<sup>th</sup> June (am) for a series of tug of war matches across the Ford. Council advised the Working Party to also seek permission from GCC Highways for a road closure in this area.
  - Use of the river on Saturday 4<sup>th</sup> June (am) for Bourton Rovers FC to stage "Football in the River" matches and for a Beat the Goalie competition stall to be located on the Green.
  - Use of the river on Sunday 5<sup>th</sup> June (pm) for a flotilla.
- The updated budget for the event was received (Paper 4b).
- Cllr Hicks proposed and Cllr Coventry seconded approval for payment of the invoice from B&W Hire Ltd (Paper 4c) deposit of £215 + VAT for toilet hire. Unanimous agreement.

**21/172 Staffing:** Council RESOLVED to recruit a temporary deputy Clerk for a period of 6 months for 8-10 hours per week from 1<sup>st</sup> April 2022 at an approximate cost of £4,000. Proposed by Cllr Hadley, seconded by Cllr Hicks. Cllr Davis abstained. APPROVED by all other members present.

**21/173 Election charges:** Proposals by CDC to introduce charges for contested elections & bi-elections from May 2023 (Papers 5a, b & c) were discussed and it was noted that some provision for charging was now included in the draft budget for 2022/23 and further sums would be required after that. It was stated that Council was dissatisfied with the proposals as it was undemocratic and rushed. It was agreed that residents would be informed explicitly of the impact of these changes on the precept via an article in the Bourton Browser.

**21/174 Finance & General Purposes Committee:** No meetings were held.

Cllr Wragge joined the meeting at this point.

## 21/175 Finance:

- Cllr Hadley proposed Council approve the schedule of payments up to 5<sup>th</sup> January 2022 (Paper 6a), seconded by Cllr Hicks. APPROVED unanimously.

Payments List - Council Meeting 5th January 2022									
Payment Method/ voucher no	Date of Invoice	Invoice No	Payee	Item	Net amount	VAT	Total		
Cheques									
BACS									
352	05/12/2021		HMRG	Staff taxi/NI	1,664.79	0.00	1,664.79	Local Government Act 1972 s.112(2)	
378-9/385	30/11/2021	2377945/6	Kompan Ltd	New recreation equipment - Melville	91,001.13	18,200.22	109,201.35	GMP/PA 1976 s.19(3)	
380-1	10/11/2021	QWW842405699	Toolstation	Gate latch/door stop	7.78	1.55	9.33	Local Government Act 1972 s.133	
382	01/12/2021	33	Pete Scarrott	Xmas tree erection/drain clearance	220.00	0.00	220.00	Open Spaces Act 1906 s. 98(10)	
384	06/12/2021	4737	Forrester Access	Xmas decoration work	525.00	105.00	630.00	Open Spaces Act 1906 s. 98(10)	
386	10/12/2021	BK204300-1	SLCC	Clerk's Practitioners' Conference	75.00	15.00	90.00	Local Government Act 1972 s.133	
387	10/12/2021	5144	ANPR Solutions	ANPR Subscription	1,944.00	388.80	2,332.80	RTRA 1972 s.72	
388	09/12/2021		P Flaherty	Reimbursement for electricity charges at The Old Chapel	141.12	0.00	141.12	Local Government Act 1972 s.133	
391*	07/12/2021		Gloucestershire Playing Fields Association	Annual Subscription	50.00	0.00	50.00	Open Spaces Act 1906 s. 98(10)	
392	03/12/2021	HIAT889821	E-on	ANPR camera electricity 1/4/21 - 30/11/21	54.68	2.73	57.41	RTRA 1972 s.72	
402*	26/10/2021	7821115	Viking Direct	Stationery	14.99	3.00	17.99	Local Government Act 1972 s.133	
403	01/12/2021	6041838	Viking Direct	Stationery	35.78	7.16	42.94	Local Government Act 1972 s.133	
409	30/11/2021	RJWB/BO2002001/3	Kendall & Davies	Licence for Room 1	300.00	60.00	360.00	Local Government Act 1972 s.133	
410	30/11/2021	INV-0042	Inspire to Aspire	Youth Club Supervision Costs - November	683.54	136.71	820.25	Local Government Act 1972 s.137	
411	02/12/2021	38205	CC4Business	2 ANPR cameras (CC) contribution	20.00	0.00	20.00	Local Government Act 1972 s.137	
412	17/12/2021	1607	Twitfish Arboricultural Services Ltd	11 Ash - remove fallen stem	126.15	25.23	151.38	Open Spaces Act 1906 s. 98(10)	
413	17/12/2021	SW/1665/RH	Taylor & Fletcher	Letting of The Old Chapel and professional advice	500.00	100.00	600.00	Local Govt Act 1972 s.133	
414	20/12/2021	1286	Bibury Landscapes	Grounds Maintenance Dec 2021	1,851.67	370.33	2,222.00	Open Spaces Act 1906 s. 98(10)	
415	21/12/2021	1306	Bibury Landscapes	Erect railings around the village green	520.00	104.00	624.00	Open Spaces Act 1906 s. 98(10)	
416	17/12/2021	P0007	David Perry	Weekly play area inspections	66.00	0.00	66.00	GMP/PA 1976 s.19(3)	
417	22/01/2021	n/a	P Flaherty	Return of rent deposit for The Old Chapel	513.00	0.00	513.00	Local Government Act 1972 s.133	
418	21/01/2021	SI-210	Play Gloucestershire	Quarterly charges after school play sessions & Oct half term	3,011.00	0.00	3,011.00	Local Government Act 1972 s.145	
419	23/12/2021	36	Pete Scarrott	Village Green maintenance - repair trip hazards	110.00	0.00	110.00	Local Government Act 1894 s.8 (1)(i)	
420	23/12/2021	36	Pete Scarrott	Cemetery maintenance	110.00	0.00	110.00	Local Government Act 1972 s.214(2)	
421	23/12/2021	84128	B&W Hire Ltd	Deposit for toilet hire for Platinum Jubilee event	215.00	43.00	258.00	Local Government Act 1972 s.145	
422	30/12/2021	INV-0054	Inspire to Aspire	Youth Club Supervision Costs - December	683.54	136.71	820.25	Local Government Act 1972 s.137	
423	23/12/2021	QSP879876518	Toolstation	Padiack	10.82	2.16	12.98	Local Government Act 1972 s.133	
424-426	30/12/2021		Peter Pulham	Litter picking	160.00	0.00	160.00	Open Spaces Act 1906 s. 98(10)	
427	21/12/2021	okb.sls.2g10.115	Vesle Washborough Vizards LLP	Faculty fee - Len Hill Memorial	263.00	52.60	315.60	Local Government Act 1972 s.137	
DDs									
394-5	30/11/2021		NEST	Staff pensions - Nov	548.62	0.00	548.62	Local Govt. Act 1972 s.112 (2)	
393	10/11/2021	356322181	Lloyds Bank	Bank charges	15.16	0.00	15.16	Local Govt. Act 1972 s.111	
390	15/12/2021	2478626	Smartest Energy (Dual)	Electricity charges - 1st 30th Nov	441.67	86.33	528.00	Local Govt. Act 1972 s.133	
406	17/12/2021	1174731	Crown Gas & Power	Gas charges - Padi (meter reading under query)	0.00	0.00	0.00	Local Govt. Act 1972 s.133	
408	17/12/2021	1174730	Crown Gas & Power	Gas charges - The Cottage	69.44	3.47	72.91	Local Govt. Act 1972 s.133	
407	17/12/2021	1174729	Crown Gas & Power	Gas charges - PC	195.66	39.13	234.79	Local Govt. Act 1972 s.133	
389	30/11/2021	PSI-0509516	Grundon	Refuse collections	160.20	32.04	192.24	Local Govt. Act 1972 s.133	
393	11/12/2021	23024492	TakTak	Landline & broadband 26th Oct - 25th Nov & line rental	57.00	11.40	68.40	Local Govt. Act 1972 s.111	
401	15/12/2021	1274185	Apogee (Directus)	Photocopier support	110.04	22.01	132.05	Local Govt. Act 1972 s.111	
405	29/12/2021	DD ref 491210	Castle Water	Water charges - GMCC	68.77	0.00	68.77	Local Govt. Act 1972 s.133	
Staff Wages - separate online payments list (paid on 23rd)									
397	21/01/2022		J Herbert	Wages - Jan				Local Govt. Act 1972 s.112(2)	
398	21/01/2022		E Webb	Wages - Jan				Local Govt. Act 1972 s.112(2)	
399	21/01/2022		C Cooper	Wages - Jan				Local Govt. Act 1972 s.112(2)	
396	21/01/2022		S Henry	Wages - Jan				Local Govt. Act 1972 s.112(2)	
Totals					111,414.63	19,950.58	131,365.21		
added after papers sent out									
* paid between meetings									

- Cllr Hadley proposed Council authorise cheques to be signed at the meeting and BACS payments to be ratified, seconded by Cllr Hicks. APPROVED unanimously.

- c. Council noted the bank reconciliation dated 1<sup>st</sup> December (Paper 6b), the Summary Report dated 16<sup>th</sup> December (Paper 6c) and the Financial Forecast to 5<sup>th</sup> January 2022 (Paper 6d).
- d. Council agreed that approval of the budget for 2022/23 (Paper 7) would be deferred to the Extraordinary Council Meeting on Monday 10<sup>th</sup> January to allow for further discussion of the amendments proposed this evening.
- e. Council agreed that approval of the proposed precept request to CDC (paper 8) would also be deferred to the Extraordinary Council Meeting on Monday 10<sup>th</sup> January.

**21/176 Purchase of laptop for the Clerk/RFO:** Council approved a budget of £620 to purchase a laptop as soon as possible from the SEN Resilience Grant funding EMR. Item purchased to be at the best specification currently available within budget, as recommended by Dave King of Imaginative Solutions. Proposed by Cllr Hadley, seconded by Cllr Randall. APPROVED unanimously.

**21/177 Delegated Authority:** Council RESOLVED to amend Standing Orders to provide for further delegation to the Clerk/Proper Officer, in consultation with Councillors, to enable greater Council resilience and preparedness. This is in the context of growing Coronavirus prevalence and possible further national and local measures to be introduced. The Clerk is to be enabled to exercise full powers of delegation, other than those not allowed in law. To be reviewed at each full Council meeting as a standing agenda item. Cllr Millett proposed an amendment to include that in the event that the WHO declares the pandemic over the powers of delegation would cease with immediate effect. Seconded by Cllr Hicks. Cllrs Davis and Wilkins abstained. APPROVED by all other members.

**21/178 CDC's Review of Visitor Information Centre – Bourton:** Council APPROVED final wording of response to CDC as follows:

*Bourton-on-the-Water Parish Council would very much like to maintain the services provided by the Bourton Visitor Information Centre but hopes that CDC will be able to continue with the grant funding, otherwise funding through the Parish Council would prove very costly for the Parish.*

*Digitalisation of information would be favoured but this could only be introduced as a gradual change. We would like to suggest that the Tourist Contribution Levy is used for this purpose for one year, although it is understood that this funding cannot be used for ongoing expenditure.*

*In our opinion, any loss of residents' services at the expense of visitor services will prove extremely unpopular with the electorate. However, our recommendation would be that CDC should undertake a survey of residents to offer the opportunity for feedback from the whole parish prior to any decisions being made.*

**21/179 Motion proposed by Cllr Davis:** The motion for Council to offer a one-off rental discount of 50% (or less, to be determined) for one month, to those tenants who have lost income due to Covid-19 precautions during December 2021 was withdrawn and would be reconsidered at a later date if required.

**21/180 Reports from representatives on Outside Bodies:** Cllr Davis reported on the success of the Cotswolds National Landscape's Kingfisher Trail and the monies raised.

**21/181 Correspondence:**

- a. Council approved a request from Windrush Care to display a recruitment banner for 4 days in January prior to their event at the GMCC.
- b. Council discussed an open letter received from a resident on tourism subsidies in Bourton (Paper 10) and agreed that its response would provide clarification and reassurance for the resident by: explaining the different roles of CDC and the Parish Council and how this relates to the issues raised; explaining the work being done regarding the future of the village and how residents can become involved; outlining governance documents that are in place to prevent any conflicts of interest; clarifying the procedure for making a formal complaint.

**21/182 Any Other Business:** Cllrs Hadley and Wragge wished everybody a Happy New Year. Cllr Macklin asked for a response to be sent to the Diocese to express Council's unhappiness at not being informed of the faculty costs in advance.

**21/183 Next Meeting:** An Extraordinary Meeting to approve the 2022/23 budget and precept to be held on Monday 10<sup>th</sup> January at 6pm in the Windrush Room. The next full Council Meeting to be held on Wednesday 2<sup>nd</sup> February 2022 at 7pm in the Windrush Room, The George Moore Community Centre.

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

**21/184 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 staffing matters. As such, the press and public are excluded from this part of the meeting.** Proposed by Cllr Hadley, seconded by Cllr Sumner and unanimously APPROVED.

**21/185 Staffing Committee:** Council received a report from the meeting held on 10<sup>th</sup> December 2021 (Confidential Paper 11) and the following recommendations from Committee were approved:

- Amendments to Assistant Clerk's contract to reflect correct number of working hours, employer's pension contribution and holiday entitlement. A salary increase of one point to SCP25 was also approved to be applied as from 1<sup>st</sup> November 2021. Proposed by Cllr Hadley, seconded by Cllr Hicks. Cllr Davis abstained. APPROVED by all other members present.
- Amendments to Finance Officer's contract to reflect correct pension arrangements. Proposed by Cllr Hadley, seconded by Cllr Sumner. Cllr Davis abstained. APPROVED by all other members present.

There being no further business the meeting closed at 21.49 hours.