

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

**Minutes of the Extraordinary meeting of the Parish Council**

**held at 8.00pm on Thursday 27th April 2023**

**in the Windrush Room at The George Moore Community Centre**

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

**In Attendance:** Sharon Henley, Clerk. Steve Cotton, Village Warden.

**Members of Public:** 3

## **Public session**

A resident spoke about a blocked drain on Lansdowne and Cllr Roberts confirmed that running water coming out of the pavement had been reported GCC Highways and Thames Water. A neighbour had confirmed to him that the water had been running for 18 months. Residents were recommended to continue to liaise with Thames Water and ensure they were given a case reference number.

A resident advised that there had been further problems with anti-social behaviour at The Naight and most recently this had been in relation to the zip wire. They would like to see restraints on equipment to limit use in the evenings and at night. The Police had been advised but had limited resources and their evening drive-bys stop at 11pm.

1 member of public left the meeting at this point.

**22/377 Apologies for absence:** Cllr L Launchbury. District Cllr R Keeling.

**22/378 Declarations of Interest:** There were none.

## **22/379 Clerk's Report:**

- All Councillors had been elected unopposed and were reminded to complete and sign their Declarations of Acceptance of Office and Register of Members' Interests forms after 4<sup>th</sup> May elections.
- All were reminded about the Clerk's annual leave dates.
- Committee Clerk's laptop was now in use. The Clerk authorised purchase of an HDMI cable at £6.98 laptop bag at £16.99 and Bluetooth keyboard at £39.99 under delegated authority.
- Pete Scarrott had been instructed to fix a lifted pavement slab on the pathway through to the Co-Op to prevent a trip hazard.

## **22/380 Highways Committee:**

To approve installation of dropped kerbs at the following locations at an approximate cost of £12,000:

1. Post Office Corner by The Den across to the Post Office.
2. The Disabled parking bays outside The Cedars.
3. Adjacent to the Coronation Bridge by Clapton Row ford.

To be funded by CDC's Tourist Levy. Quotes to be obtained from GCC accredited contractors.

Cllr Roberts reminded Council that actual costs were still to be confirmed but the £12,000 had been allocated by CDC from the Tourist Levy. It was agreed that Cllr Roberts and the Clerk to liaise with GCC Highways to confirm locations and specification. Following this, to arrange contractor site visits to obtain quotes for approval.

## **22/381 Youth & Well-being Committee:**

MUGA: To consider the following in respect of noise-related issues:

1. Proposal from the Committee for temporary closure of the MUGA, pending remedial works. To include practical arrangements and costs. Cllr Hicks advised that, although this had been proposed by the Committee, concerns had since been raised on the potential drawbacks of this approach.
2. Recommendation from the Clerk for an independent report with recommendations to be produced, costs to be confirmed. Two quotes had been obtained from qualified play area inspectors to complete a site visit and produce a written report. A quote of £300 + VAT from Gordon Inspections was APPROVED with the visit to take place in the next week or so.

It was acknowledged that the Parish Council would need to liaise with the police on how to tackle anti-social behaviour.

One member of public left the meeting at this point.

**22/382 Finance:**

1. Consider and approve the schedule of payments up to 27th April 2023 (Paper 1). See Appendix 1. APPROVED.

2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllrs Hadley and Roberts to approve payments.

**22/383 Tourist Levy Funding 2023-24 (Paper 2):** To discuss outline project ideas to be covered by funding for final approval at 15<sup>th</sup> May Annual Meeting. Cllrs Hadley and Wareing declared non-pecuniary interests as Directors of the Information Centre and did not vote or take part in discussions on those items. Cllr Roberts chaired this session.

Following discussion, the draft list of possible projects was updated for final approval at the May Annual Meeting. Following this, the list to be forwarded to CDC for public consultation.

**22/384 Village Green:** To consider the following requests:

1. Bourton Scouts to hold a fundraising event on Saturday 15<sup>th</sup> July (Paper 3). APPROVED.
2. Bretforton Silver Band to host a visit from a German band who will play traditional German music, late morning on Saturday 30<sup>th</sup> September. APPROVED.
3. Cotswold Youth Theatre to perform small scenes from A Midsummer Night's Dream in 3 or 4 locations without set or technical equipment. Saturday 17<sup>th</sup> June (afternoon) and Wednesday 28<sup>th</sup> June (early evening). APPROVED.
4. Gloucestershire Constabulary Crime Prevention team to carry out free bike marking on either Friday 4<sup>th</sup> or Thursday 10<sup>th</sup> August for 3 hours, morning or afternoon. It was agreed to offer the GMCC Car Park.

The Village Green Hire Policy to be reviewed at the next VEC Meeting.

**22/385 Council and Committee Meetings 2023-24 (Paper 4):** To review draft schedule and confirm meeting dates for May. Final annual schedule for approval at Annual Meeting. Dates for May were APPROVED. Dates from June onwards to be approved at the May meeting once committee membership had been agreed for the year.

**22/386 Asset Register:** To approve the disposal of the desktop PC by Imaginative Solutions at zero cost, now replaced by Committee Clerk's laptop. Lenovo laptop to be added at a cost of £587.99. APPROVED.

**22/387 Wildflower seeds for The Naight (Paper 5):** To consider a request by the Village Warden to purchase seeds at a cost of £324.90 inc VAT. This was APPROVED with the costs to be split between the Village Warden and Wellbeing budgets.

**22/388 Full Fibre Request (Paper 6):** To consider request to dig a duct between the junction of Bow Lane to the junction of Letch Lane to provide fibre optic capable apparatus. The request is to provide the area with fibre optic capable apparatus and to serve any residents should they take up service. The request was APPROVED with conditions that the Parish Council must be informed of dates on site and would carry out an inspection when the work is complete. The area must be put back as it was found.

**22/389 Peter Pulham:** To note retirement from Council duties at the end of May and agree further actions. The Council asked for their thanks to be conveyed to Peter for his many years of service. The Assistant Clerk to arrange for a suitable gift from the Chairman's allowance. Peter's retirement to be added to the YWC and VEC agendas for discussion on reallocation of work.

**22/390 Items to Note:**

1. An email from a resident regarding the MUGA and Tourist Levy monies had been circulated. The Clerk had responded.
2. An email from a resident complaining about political signage on a shop had been circulated and the Clerk had responded.

**22/391 Next Meeting:** The Annual Parish Council Meeting will be held at 7pm on Monday 15<sup>th</sup> May 2023 in the Windrush Room, The George Moore Community Centre.

One member of public and Steve Cotton left the meeting at this point.

**22/392 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 legal documents. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/393 Update from the Clerk on signing of legal documents and agree any further actions required (Confidential Paper 7).** Advice from GAPTC was discussed and noted. It was agreed that no further action was required at this time.

**22/394 To agree provision of temporary Locum Clerk cover and budgetary arrangements:** There were currently no dates for this requirement, but any costs needed to be taken from Contingency.

There being no further business the meeting closed at 21.20 hours.

# Appendix 1

Description	Supplier	Net £	VAT £	Total £
Waste management	Grundon Waste Management	180.83	36.17	217.00
Gas charges - Flats 1 & 2	Crown Gas & Power	87.02	4.35	91.37
Photocopier charges	Sharp	25.00	5.00	30.00
Supply of Lenovo laptop	Imaginative Solutions	587.99		587.99
Coffee and milk	Mid Counties Co-Op	7.45		7.45
Install new shower Flat 2	JB-installations	780.00	156.00	936.00
Commission new laptop for C Clerk	Imaginative Solutions	180.00		180.00
Youth Club- Hire of Cricket Club Jan-Mar 2023	Bourton Vale Cricket Club	333.33	66.67	400.00
GMCC Water - March	Castle Water	106.30		106.30
Telephone charges	Talk Talk Business	56.30	11.26	67.56
Additional CEO hours Jan-Mar 2023	Gloucestershire CC	2,100.80		2,100.80
Fire alarm system six monthly checks	Chosen Fire Protection	247.30	49.46	296.76
Replacement battery smoke alarms Flat 2	Screwfix	24.16	4.83	28.99
HDMI cable	Amazon	5.82	1.16	6.98
Laptop bag	Amazon	14.16	2.83	16.99
Wheelie Bin stickers	Smartwheelie.co.uk	190.00		190.00
Stop end	Toolstation	4.08	0.82	4.90
Tax/NI April 2023	HMRC	1,859.52		1,859.52
Assistant Clerk Pension April	NEST			
Clerk Pension April	NEST			
Cttee Clerk May salary	Julie Catlow			
Clerk May Salary	S Henley			
Assistant Clerk May Salary	J. Herbert			
Caretaker May Salary	E. Webb			
Coronation Mugs	Prince William Pottery	166.12	33.22	199.34
Coronation Mugs	Prince William Pottery	157.88	31.58	189.46
Coronation event seed envelopes	Amazon	18.32	3.66	21.98
Coronation event party bags	Amazon	23.32	4.67	27.99
Coronation stencils	The Stencil Studio Ltd	11.84	2.36	14.20
Coronation crayons	RMS International UK Ltd	39.54	7.91	47.45
Coronation seeds	Pretty Wild Seeds Ltd	11.99		11.99
Coronation Paint Rollers	Amazon	10.83	2.17	13.00
Coronation paint	Arteza Europe	10.98	2.20	13.18
Unmetered supply for Lansdowne ANPR	NPower	187.98	9.40	197.38
Wireless keyboard for C Clerk	Amazon	33.32	6.67	39.99
Clean drains, repair post, replace post	Pete Scarrott	122.00		122.00
Gas supply - The Cottage	Crown Gas & Power	70.16	3.51	73.67
Gas supply - PC Accommodation	Crown Gas & Power	218.52	43.71	262.23
Water - Cemetery Lane Allotments	Castle Water	171.20	0.00	171.20
Water - Springvale Allotments	Castle Water	4.17	0.83	5.00
Water - Piece Hedge Allotments	Castle Water	4.17	0.83	5.00
Business Rates	Cotswold District Council	655.00	0.00	655.00
Multipay Card monthly fee	Lloyds Bank	3.00	0.00	3.00
GMCC Electricity	British Gas	793.23	158.65	951.88
Hire of stage blocks for Coronation Event	Northleach with Eastington TC	100.00	20.00	120.00
<b>Totals</b>		<b>16,114.24</b>	<b>669.92</b>	<b>16,784.16</b>