

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

### **Minutes of the Meeting of the Parish Council held at 7pm on Wednesday 6<sup>th</sup> April 2022 in the Windrush Room, The George Moore Community Centre.**

Those Present: Cllrs R Hadley (Chairman), A Davis, L Hicks, A Roberts and L Wilkins.

In Attendance: Sharon Henley (Clerk/RFO) County Cllr P Hodgkinson, District Cllr Nick Maunder.

Members of Public: 1

#### **Public Session:**

There was no police report.

#### **County Cllr P Hodgkinson**

Covid daily stats were no longer available but it was thought that large numbers of people had recently contracted the virus. The River Pollution Task Group were collecting evidence from various organisations and would make recommendations. There was £30,000 available in the Highways Local fund and suggestions for projects were being sought. Cllr Roberts to send Cllr Hodgkinson a copy of the recent Accessibility Audit and actions for information. The TAG Group were creating a strategy for managing highways matters and working on a collaborative arrangement with the Parish Council. Bus Back Better Scheme - Cllr Hodgkinson confirmed that no funding was available for Bourton Parish and Cllr Davis asked for her disappointment in the lack of funding from this scheme to be minuted.

#### **District Cllr Nick Maunder**

Cllr Maunder responded to a question raised at the Annual Parish Meeting on whether the Parish Council could have a say on the number of affordable housing units on new developments. He confirmed that the numbers were set by CDC's Local Plan. Although the Parish Council could comment on specific needs there would need to be a Neighbourhood Plan in order to be able to influence the proportion of affordable housing.

The Smiths of Bourton planning application was undetermined and the Ebley Tyres site application had revised proposals which were available for comment. Cllr Maunder would be walking the Cotswolds Way to raise funds for the Headspace local charity. As requested he had investigated the financial viability of purchasing the Co-Op site with CDC but there were no capital reserves to subsidise the development so this was not a viable option.

#### **Report sent by District Cllr Richard Keeling:**

##### **Valley View Caravan Park. Applications: 20/02144/CLEUD and 20/04371/ CLOPUD.**

The applicant requested an extension of time to rebut the Revocation Notice as certain documents had not, through a technicality, been posted on the Planning Portal. That extension of time would expire shortly and any rebuttal documentation to be referred to the CDC Legal Department for consideration.

##### **Hotel Application at The Grafters, Slaughter Pike: Application: 22/00140/FUL**

The application had been refused permission for a number of planning reasons including: Scale; lack of business case; contrary to Local Plan Policies EC3, EC11, EC8 and EN14 and lack of information on impact on highway safety.

A member of BTAG reported that a draft strategy document had been circulated to Parish Council committee chairmen for feedback and further development. The Clerk to forward the document to all other councillors.

**22/001 Apologies for absence:** Cllrs S Coventry, M Macklin, P Millett, N Randall, B Sumner and B Wragge. All were accepted. District Cllr R Keeling.

**22/002 Declarations of interest in items on the agenda:** Cllr Hadley declared an interest in item 11b as a member of the Rotary Club.

#### **22/003 Approval of Minutes:**

- a. Parish Council Meeting on 2<sup>nd</sup> March 2022. APPROVED.
- b. Extraordinary Parish Council Meeting on 16<sup>th</sup> March 2022. APPROVED.
- c. Annual Parish Meeting on 30<sup>th</sup> March 2022 – noted for approval at the APM in 2023.

**22/004 Matters arising:** There were none.

#### **22/005 Clerk's Report:**

- a) The Youth & Wellbeing Committee meeting on Monday 11<sup>th</sup> April was cancelled as it would be inquorate: An alternative date to be arranged.

- b) The Highways Committee meeting on Monday 11<sup>th</sup> April was cancelled as it would be inquorate. Revised date of 6pm on Monday 25<sup>th</sup> April.
- c) The Clerk to attend the SLCC AGM on 12<sup>th</sup> April.
- d) The Clerk to attend the CDC Town & Parish Clerk's Forum on Tuesday 26<sup>th</sup> April.
- e) The Clerk would be on annual leave w/c 18<sup>th</sup> April and the Assistant Clerk on 14<sup>th</sup> April.
- f) The GMCC dual energy tariff: The Clerk had accepted a tariff with British Gas Energy Lite from 1<sup>st</sup> Dec under clerk's delegated authority as previously approved by Council.
- g) The Office of the Police & Crime Commissioners approved the grant application for Youth Club provision at £2,500 for 2022-23 and £2,500 for 2023-24. This was not the whole sum applied for but funding available in the budget meant the service provision could go ahead.
- h) Rural Transport Scheme: Cllr Hodgkinson asked GCC to report on progress and they were currently reviewing the responses to their procurement but should be able to update quite soon.

**22/006 Planning Committee:**

- a) It was noted that the Planning Meeting scheduled for 23<sup>rd</sup> March was cancelled as it was inquorate.
- b) The following planning application was considered and a response agreed:

Application No.	Address	Proposal
<a href="#">22/00820/CLOPUD</a>	20 Croome Gardens Bourton-on-the-Water GL54 2GD	Application under section 192 to establish whether the conversion of loft requires planning permission.
Comments		
The Parish Council will defer to the decision of CDC and has nothing additional to add.		

**22/007 Village Environment Committee:**

- a) The minutes of the meeting held on 17<sup>th</sup> March were noted.
- b) Removal of the Len Hill Memorial, St Lawrence Churchyard: The contractor carrying out the work had highlighted safety issues with the condition of the wall and additional work was required. The Clerk was seeking quotes.
- c) Essential Law for Cemetery and Crematorium Managers: Council approved the purchase at £39.00 (Paper 1).

**22/007 Highways Committee:**

- a) The meeting scheduled for 14<sup>th</sup> March was cancelled as it was inquorate.
- b) A meeting had been arranged with GCC Highways on 8<sup>th</sup> April to receive updates on parish matters.
- c) Accessibility Audit (Papers 2a & b): Many recommended actions relate to Highways. The Actions sheet to be passed to GCC Highways and priorities to be agreed by the committee in April.
- d) There had been a request for feedback about road closures for the Bourton Hilly Half and Fun Run on Sunday 19<sup>th</sup> June from 08.30-09.30 and there were no objections raised.

**22/008 Youth & Well-being Committee:**

- a) The minutes of the meeting on 23<sup>rd</sup> March were noted.
- b) World Jungle event for children and families at The Naight on Wednesday 13<sup>th</sup> April from 1-3pm, funded by CDC and GCC. Use of The Naight was approved by the Clerk and their risk assessment and insurance had been received. The Clerk to arrange unlocking of the gate.
- c) Play Gloucestershire
  - i. The SLA for 2022-23 for Play Ranger sessions (Paper 3a) was APPROVED at a total cost of £12,146. The Clerk pre-approved the session on 6<sup>th</sup> April to ensure continuity and there were 34 weekly after school sessions in total. The six holiday sessions to be funded by the Thriving Communities Grant.
  - ii. Dates for delivery of the 6 holiday sessions (Paper 3b). These were agreed at: One in May half term, four in the summer holidays and one in October half term.

**22/009 GMCC Committee:** The following was noted:

- a) The next meeting to be held on 28<sup>th</sup> April.
- b) External sign ordered from The Wright Signs as per the terms of The Old Chapel lease at a cost of £30, under Clerk's delegated authority.

**22/010 Village Green Bookings:**

- a) A request from the Bourton Panto Group to hold a fete/duck race on Saturday 13<sup>th</sup> August from 10am to 4pm plus set up/take down time was APPROVED.

- b) A request from North Cotswolds Rotary to hold a collection for the Ukraine on Easter Saturday 16<sup>th</sup> April was APPROVED.

**22/011 Finance & General Purposes Committee:** The next meeting to be held on 28<sup>th</sup> April.

**22/012 Finance:**

- a) The following was noted:

- i. British Legion cheque no. 4647 for £25 was cancelled as the hall deposit had been made by the Platinum Jubilee Committee.
- ii. James English Window Cleaning – a duplicate payment was set up in February so the contractor had reimbursed the £160 cost.

- b) The following were considered and APPROVED:

- i. Annual registration fee to the ICO of £35, payable by direct debit.
- ii. Mileage claim for Cllr Davis at £23.85 (Paper 4)
- iii. Costs of £200 for payroll services for the year 2022-23 by Imaginative Solutions.
- iv. Costs of £1,008 for 11 Microsoft Business Basic Accounts and 3 Standard Accounts for 12 months.
- v. GCC additional seasonal parking enforcement from April-June at £4,154.87, as per budget.
- vi. Annual subscription to GAPTC at a cost of £965.34 (Paper 5)

- c) The schedule of payments up to 6<sup>th</sup> April 2022 (Paper 6a) was APPROVED.

Payee	Item	Net amount	VAT	Total
Castle Water	Water charges	10.85	0.00	10.85
Safelincs	Fire door retainers	345.96	69.19	415.15
The Wright Signs	New signage for Zena the Barber	30.00	0.00	30.00
Sixty Stores Ltd	Youth club shed	410.84	82.16	493.00
HMRC	Staff tax/NI	2,506.55	0.00	2,506.55
GAPTC	Annual subscription	965.34	0.00	965.34
PTSG Electrical Services Ltd	New T & amp; I of LP system	142.00	28.40	170.40
Starboard Systems Ltd	Scribe cemetery package	468.00	93.60	561.60
B&W Hire Ltd	Toilet hire for Jubilee celebrations	645.00	129.00	774.00
Kerry J Binns	Balloon modelling (Platinum Jubilee)	240.00	0.00	240.00
Cornucopia Dance Group	Dance sessions (Platinum Jubilee)	300.00	0.00	300.00
Gary Yates (Paige & the Red Shift)	Deposit for Disco hire (Platinum Jubilee)	200.00	0.00	200.00
Steve White	Children's entertainer (Platinum Jubilee)	375.00	0.00	375.00
Toolstation	Padlock	11.07	2.21	13.28
Cllr Amanda Davis	Mileage	23.85	0.00	23.85
Alan Simpson	Caracaturist (Platinum Jubilee)	310.00	0.00	310.00
Imaginative Solutions	Payroll services	200.00	0.00	200.00
Imaginative Solutions	Microsoft 365 accounts	1,008.00	0.00	1,008.00
The Wright Signs	Signage	132.00	0.00	132.00
Peter Pulham	Litter picking	195.00	0.00	195.00
Inspire to Aspire	Youth club supervision	683.54	136.71	820.25
Gloucestershire County Council	Car parking enforcement	4,154.87	0.00	4,154.87
ASG UK	New door closure	445.67	89.13	534.80
Pete Scarrott	Maintenance - Naight/Rye Crescent/Cemetery	410.00	0.00	410.00
Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
Bibury	Soil removal at Baptist cemetery/pruning tree at cemetery	318.75	63.75	382.50
Dave Perry	Playground inspections	110.00	0.00	110.00
GAPTC	Training course	30.00	0.00	30.00
S Henley	Reimbursement for sharps bin	8.20	1.64	9.84
TreeTech	Tree removal at Baptist Cemetery	387.66	77.53	465.19
StowAg	Gates at Cemetery	243.00	48.60	291.60
Play Gloucestershire	Play Rangers 2021-22	3,011.00	0.00	3,011.00
ICCM	Cemetery Membership	95.00	0.00	95.00
TR Heating	Boiler service and gas safety certificates	515.00	0.00	515.00
TalkTalk	Landline & broadband 24th Jan - 25th Feb & line rental	57.00	11.40	68.40
Smartest Energy (Dual)	Electricity charges - 1st-28th Feb	441.67	88.33	530.00
Crown Gas & Power	Gas charges - The Cottage	70.36	3.52	73.88
Crown Gas & Power	Gas charges - PC	247.24	49.44	296.68
Crown Gas & Power	Gas charges - Flats	67.95	3.40	71.35
Grundon	Refuse collections	152.35	30.47	182.82

Apogee (Directtec)	Photocopier support	84.14	16.83	100.97
Apogee (Directtec)	Photocopier toner	7.50	1.50	9.00
Castle Water	Water charges - GMCC	274.92	0.00	274.92
Unity Trust Bank	Bank charges	0.90	0.00	0.90
Cotswold District Council	Business rates	624.00	0.00	624.00
Castle Water	Water charges - GMCC	91.65	0.00	91.65
Initial Hygiene	Toilet consumables	150.15	30.03	180.18
Apogee (Directtec)	Toner	7.50	1.50	9.00
Information Commissioner's Office	GDPR registration	40.00	0.00	40.00
Unity Trust Bank	Multipay set up fee	50.00	0.00	50.00
Unity Trust Bank	Manual credit charge	0.90	0.00	0.90
Unity Trust Bank	Bank charges	29.40	0.00	29.40
Crown Gas & Power	Gas charges - The Cottage	92.39	4.62	97.01
S Henley	Wages - Apr			
C Cooper	Wages - Apr			
E Webb	Wages - Apr			
J Herbert	Wages - Apr			
		<b>28,214.25</b>	<b>1,433.29</b>	<b>29,647.54</b>

- d) There were no cheques. Cllrs Hadley and Roberts to approve BACs payments as per the list.
- e) The bank reconciliations dated 28<sup>th</sup> Feb & 31<sup>st</sup> Mar 22 (Papers 6b&c), the Summary Report (Paper 6d) and the Financial Forecast to 6<sup>th</sup> April 2022 (Paper 6e) were reviewed and noted.
- f) External Audit by PKF Littlejohn: Costs of £600 + VAT were pre-approved and it was noted that the deadline for receipt of the signed AGAR documents was 1<sup>st</sup> July.

Cllr Davis attended a meeting on the Dif2 grant for electronic devices. Both external organisations who were partners in the delivery of this grant award had been unable to assist. Discussions on whether the grant would need to be returned were still under discussion.

**22/013 Platinum Jubilee Event June 2022:** Cllr Hicks reported on behalf of the working party (Paper 7). It was agreed that items could be delivered to the GMCC's Windrush Room on Wed 1st June and the group could borrow road signs, posts and traffic cones. The 2<sup>nd</sup> June Beacon Lighting had been incorrectly advertised in the Browser at 7pm but would be lit at 9.15pm. The unveiling of the Jubilee plaque would take place on 2<sup>nd</sup> June at 7pm in Jubilee Orchard.

**22/014 Clerk's Delegated Authority:** It was agreed to retain Clerk's delegated authority to respond to planning applications on behalf of the committee. Arrangements to be reviewed monthly.

**22/015 CDC's Community Governance Review (Paper 8):** The Clerk had been advised that the Parish Council could join CDC's current review and could request up to 13 councillors, based on the number of electors. There would be no re-charge to the Parish Council for this review which was understood to include public consultation. It was agreed to ask for the review to go ahead.

**22/015 June Council Meeting:** The June meeting to be rescheduled from Wednesday 1st to Wednesday 8<sup>th</sup> June to avoid the Platinum Jubilee week. A full list of meetings for 2022/23 to be agreed in May.

**22/016 Scheme of Delegation:** The current arrangements were considered for input into an updated document (Paper 9). Committees meeting monthly to have their numbers increased from 6 to 7. Planning and VEC Committees to discuss proposals at their April meetings for input into the document.

**22/017 GAPTC AGM at 10.30am on Saturday 23<sup>rd</sup> July:** There was a call for resolutions (Paper 10). Cllrs to advise the Clerk by 25<sup>th</sup> April if they had a resolution that they would like to personally present at the meeting.

**22/018 Volunteer Litter Picking:** The following documents were APPROVED. To be circulated to all volunteer litter pickers for review and signature. It was agreed that any future items on litter picking would be routed through the Highways Committee.

a) Litter picking risk assessment (Paper 11a)

b) Volunteering Policy (Paper 11b)

**22/019 Reports from representatives on Outside Bodies:** Cllr Roberts attended an ANPR meeting and the police were keen on tackling speeding. There would be a new automated system for sending out letters to warn about speeding. Cllr Davis reported that Gloucestershire Dementia Action Alliance had agreed to set up as a charity and would put together a strategy. Dementia awareness sessions would be held in the GMCC on 10<sup>th</sup> May.

**22/020 Correspondence:**

a) GRCC Community Flood Resilience Project update (Paper 12a). This was noted.

- b) Grant letter from U3A (Paper 12b). The Council agreed to alternative items being purchased to aid recruitment to the organisation.
- c) Update on large grant from Bourton Rovers Football Club (Paper 12c). It was agreed that payment of the grant could be held over to give the club time to raise the additional 30% needed to complete the build and prepare the new surfaces and area required.

**22/021 Any Other Business:**

- a) To note that the Armed Forces Covenant signing was attended by Cllr Roberts and the Parish Council re-signed the document.

**22/022 Next Meeting:** The next full Council Meeting will be the Annual Meeting to be held at 7pm on Wednesday 4<sup>th</sup> May 2022 in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were no requests to speak as there were no members of the public in attendance at this point.

**22/023 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 staffing matters. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/024 To discuss proposals for additional clerking hours** (Confidential paper 13). Funding has been added to the budget to create additional temporary clerking hours by recruiting a temporary Deputy Clerk. However, the Clerk recommended that the Assistant Clerk was given an additional 2 hours per week. Hours of work to be arranged to create an additional 3 hours when the office was closed to the public to assist the Parish Clerk each week. This to be on a 6 month temporary basis from May, for further review in November. APPROVED.

There being no further business the meeting closed at 20.57 hours.