

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

### **Minutes of the Annual Meeting of the Parish Council held at 7pm on Wednesday 4<sup>th</sup> May 2022 in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllr B Hadley (Chairman), Cllrs Hicks, Millett, Randall, Roberts, Sumner and Wilkins.

**In Attendance:** Sharon Henley (Clerk/RFO). Steve Cotton, Village Warden, District Cllr Nick Maunder.

**Members of Public:** 1.

#### **Public Session:**

**County Councillor Paul Hodgkinson** sent a report which was read out by the Chairman. Covid – although the County Council had stopped daily stats the national picture indicated a steady fall in cases. Cllr Hodgkinson responded to a Facebook post about the initial ideas put forward by TAG/the PC's Highways Committee about managing traffic flow and parking. He urged the Parish Council to communicate with the parish to reassure about the aims of the scheme and that residents' needs were paramount.

River pollution- the GCC Task Group made a draft set of recommendations for County Council approval.

#### **District Councillor Nick Maunder**

At Manor Fields car park, the shed had reappeared on the concrete base and this had been raised with CDC Planning Enforcement.

The first 10 electric vehicle charging points were being installed, some in the Rissington Road car park. Residents were being invited to invest in Climate Investments Bonds which were a green energy scheme. Cllr Maunder to circulate the information for the PC website.

**Steve Cotton, Clean and Green Village Warden** reported that the Easter weekend had been very busy. He raised concerns that pedestrians on the High Street were unable to cross the road safely and he would welcome having a pedestrian crossing. The Clerk to raise this with County Cllr Hodgkinson. The Cricket Club and Rissington Road car parks had both been open, creating tailbacks and there had been issues with traffic management at the Cricket Club. He suggested that it would be useful to have a system to indicate to drivers when the car park was full to deter them from entering. He reported damage to the electrical sub-station near the Bourton Vale car park to Scottish and Southern but this had not been fixed.

The Chairman highlighted that the 4g method of payment for the car park did not work over the Easter weekend due to volume of visitors. Cllr Maunder advised that payments were being changed to off-line which should alleviate the problem.

There was no police report.

#### **Annual Meeting Items**

##### **22/025 Election of a Chairman:**

1. Cllr Hicks nominated Cllr Hadley and Cllr Millett seconded. Cllrs Wilkins, Randall and Sumner abstained. Cllr Hadley was voted Chairman by a majority vote.
2. The Declaration of Acceptance of Office was signed by the Chairman and Clerk.

##### **22/026 Election of a Vice Chairman:**

1. Cllr Roberts nominated Cllr Hicks who declined to stand. Cllr Hadley proposed Cllr Roberts, seconded by Cllr Sumner and this was unanimously APPROVED.
2. The Declaration of Acceptance of Office was signed by the Clerk and Chairman.

**22/027 Apologies for absence:** Cllrs Davis, Macklin and Wragge. These were accepted. Cllr Coventry was absent. County Cllr Paul Hodgkinson, District Cllr Richard Keeling and PSCO John Allen.

**22/028 Declarations of interest in items on the agenda:** There were none.

**22/029 Scheme of Delegation:** To agree any amendments to current document for 2022-23 (Paper 1)

Following discussion it was agreed to defer any amendments until the Clerk had taken advice on the legality of co-opting a councillor to attend a committee meeting should there be a shortfall of available committee members to attend a meeting.

## **22/030 Appointment of Committee members and representatives on outside bodies:**

1. Consider and agree committee membership and representatives (Paper 2).

Membership was agreed as follows:

Planning: Cllrs Hadley, Davis, Macklin, Randall, Roberts and Wilkins.

Village Environment: Cllrs Hadley, Hicks, Coventry, Millett, Roberts and Wragge.

Youth & Wellbeing: Cllrs Hadley, Hicks, Coventry, Millett, Davis and Wragge.

Highways: Cllrs Hadley, Macklin, Randall, Roberts, Wilkins and Wragge.

Community Centre: Cllrs Sumner, Macklin, Randall, Roberts and Wilkins.

Staffing: Cllrs Hicks, Sumner, Randall and Roberts.

Finance & General Purposes: Cllrs Hadley and Roberts as Chairman and Vice Chairman, Cllr Coventry and committee chairmen when elected at the first meeting of the year. Currently Cllrs Hicks, Sumner, Millett and Davis.

IT Sub-Committee: Cllrs Hadley, Millett and Roberts

Representatives on external bodies: Cllrs Davis and Wragge. Cllr Roberts to represent on Dementia-Friendly Bourton.

2. To consider nominating a representative for the St Lawrence PCC Fuel Bank Initiative. A decision was deferred. Cllr Sumner to speak to the PCC in relation to including this with the Bourton Trust Fund of which he had previously represented although Cllr Wragge had now taken over responsibility.

**22/031 Meeting dates for 2022-23 (Paper 3):** A schedule was approved for publication on the website.

## **22/032 Approval of Annual Governance & Accountability Return and End of Year Accounts 2021-22**

1. Annual Internal Audit Report (Paper 4a): Proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED.
2. Section 1 – Annual Governance Statement 2021/22 (Paper 4b): The Clerk read out the statements and responses were agreed as per the draft. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
3. Section 2 – Accounting Statements 2021/22 (Papers 4c, d & e): All documents were reviewed, including the Bank Reconciliation which was presented. The approval of all documents was proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED.
4. Notice of Public Rights (Paper 4f): The dates for public inspection of the accounts were unanimously approved as Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022 and the statutory notice to be displayed. The Clerk to submit all the required documents to the external auditor for review.

**22/033 Direct Debits/Standing Orders:** Paper 5 was APPROVED as follows:

### **Direct Debits**

Payee	Item	Frequency	Fixed/variable	Amount	Date of DD
CDC	Business rates (not Feb/Mar)	Monthly	Fixed	£624.00	3 <sup>rd</sup>
Castle Water	Water charges – GMCC	Monthly	Fixed	£91.65	5 <sup>th</sup>
NEST	J. Herbert & S. Henley pensions	Monthly	Variable	Variable	6 <sup>th</sup>
Rentokil-Initial	Hygiene services	6-monthly	Fixed	£180.18	9 <sup>th</sup>
Smartest Energy	Electricity charges - GMCC	Monthly	Fixed	£530.00	10 <sup>th</sup>
TalkTalk Business	Telephone and broadband	Monthly	Variable	Variable	10 <sup>th</sup>
Crown	Gas charges - GMCC	Monthly	Variable	Variable	15 <sup>th</sup>
Crown	Gas charges - 1 <sup>st</sup> floor flats	Monthly	Variable	Variable	15 <sup>th</sup>
Crown	Gas charges - The Cottage	Monthly	Variable	Variable	15 <sup>th</sup>
Grundon	Refuse collections	Monthly	Variable	Variable	20 <sup>th</sup>
Apogee	Photocopier service contract	Monthly	Variable	Variable	25 <sup>th</sup>
Castle Water	Water supply to Springvale allotments	Monthly	Fixed	£5.00	28 <sup>th</sup>
ICO	Data protection fee	Annual	Variable	£35.00	May

### **Standing Orders**

Payee	Item	Frequency	Fixed/variable	Amount	Date of DD
<b>NONE</b>					

In addition, Cllr Hadley proposed, Cllr Randall seconded and it was unanimously APPROVED that two additional direct debits were set up for the Castle Water supply to Piece Hedge and Cemetery Lane allotments.

**22/034 Bank Signatories (Paper 6):** Cllr Hadley proposed, Cllr Hicks seconded and it was unanimously APPROVED that the existing signatories be retained for 2022-23: Cllrs Hadley, Hicks, Davis, Roberts and

Coventry with the Clerk, Assistant Clerk and Finance Officer as administrators on the Unity Trust account.

**22/035 Annual Subscriptions (Paper 7):** It was agreed to retain the existing memberships to GAPTC (already paid for 22-23), CPRE, SLCC, GPFA and ICCM. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.

### **Parish Council Meeting Items**

**22/036 Approval of Minutes:** Parish Council Meeting on 6<sup>th</sup> April 2022. Proposed by Cllr Hadley, seconded by Cllr Hicks. Cllrs Randall, Sumner and Millett abstained due to not being present at the meeting. The minutes were APPROVED by all others present.

**22/037 Matters arising:** There were none.

### **22/038 Clerk's Report:**

- Play area quarterly inspections had been completed and recommendations were that the swings at Rye Crescent were unsafe due to rot and required temporary removal which was actioned. Their other recommendations were for discussion by Youth and Wellbeing Committee.
- The VEC meeting planned for 11<sup>th</sup> May would be inquorate so the Clerk to agree an alternative date with the committee.
- Assistant Clerk has arranged for a plumber to mend the disabled toilet flush and replace the bathroom tap in Flat 2.
- The Youth Club shed was erected by Cllr Hicks and volunteers included contractor Paul Rigby and Steve Cotton. The Clerk to write a letter of thanks to Paul Rigby.
- Joseph Woodfield, CDC's Clean & Green Officer advised that they had recently conducted presentations for 'community week' alongside PCSOs in Bourton Primary School. This included a litter pick every day with each year group. The children were very keen and fantastic listeners.
- The Clerk had been unable to attend the SLCC AGM on 12<sup>th</sup> April and CDC T&PC Parish Clerk's forum, although briefing notes had been sent for the latter.
- The Youth Club grant for £2,500 from the PCC had been received.
- The Clerk and Cllr Roberts had attended GAPTC's Planning in Plain English training.

### **22/039 Planning Committee:**

1. The draft minutes of the Planning Committee on 13<sup>th</sup> April were noted.
2. Public Speaking at full Council and Committee meetings (Paper 8): The proposal by Cllr Wilkins and Planning Committee to amend Standing Orders to include changes to the rules on public speaking at meetings was discussed. It was agreed to amend Standing Order 3g so that public speaking was allowed for a total of 3 rather than 5 minutes per person. An opportunity for the public to speak to be added to each committee agenda. The Clerk to present an updated Standing Orders document from the new GAPTC template for approval at the next meeting.

### **22/040 Village Environment Committee:**

1. The draft minutes of the meeting held on 13<sup>th</sup> April were noted.
2. Grass cutting at St Lawrence Churchyard: To consider a total cost of £1,945 + VAT for Bibury Landscapes to undertake the seasonal cutting, or £1,200 if PCC volunteer assistance is available. Balance of costs in excess of budget to be taken from Contingency. This item was DEFERRED for further discussion at the May Village Environment Committee meeting.
3. To discuss advertising for a regular maintenance/handyman contractor. This item was DEFERRED for further discussion at the May Village Environment Committee meeting.

### **22/041 Highways Committee:**

1. The minutes of the meeting held on 25<sup>th</sup> April were noted.
2. Accessibility Audit: Proposal to write to village shops to request that more is done to encourage disabled access. It was agreed that Cllr Roberts would draft a letter. The TAG group to be asked if this could be included with the contact with local businesses to requests financial assistance with the Christmas lights and hanging baskets.
3. TAG Group Report: Proposal to make a request to GCC Highways that disabled spaces by the Church Room are moved further towards Moore Road to allow a bus pull-in bay to be created. It was noted that there would be a substantial TRO charge. Cllr Roberts to speak to GCC Highways to investigate. Proposed by Cllr Roberts, seconded by Cllr Randall and unanimously APPROVED.

The Clerk to add wording on the Highways matter raised by Cllr Hodgkinson to the Bourton Browser article.

A Pulhams minibus was being used to shuttle passengers from the China Shop to the Cotswold Brewery. Cllr Roberts to seek further details from Pulhams.

#### **22/042 Youth & Well-being Committee:**

1. The draft minutes of the meeting on 21<sup>st</sup> April were noted.
2. To consider quotes from Kompan and agree funding sources prior to approval of work:
  - i. Noise reduction remedial works at the MUGA by Kompan at £5,995.73 + VAT (Paper 9). This quote was requested following complaints by neighbours of an unacceptable level of noise from the MUGA. This was caused by balls hitting the goals ends which had been re-used from the previous set-up. A decision was DEFERRED for the Clerk to seek additional quotes or an alternative solution. The Clerk to apologise to the neighbours for the delay. It was agreed to install a 'no ball games after 8pm' sign on each of the two gates in the fence in the meantime.
  - ii. Anti-Slip Ramp for Zip Wire at a cost of £242.60 if completed with above works (Paper 10). This quote was not progressed due to concerns that it would create a trip hazard for those descending the ramp.
3. Dif2 Fund: To approve return of grant funding of £12,000 as recommended by the committee. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.

#### **22/043 GMCC Committee:**

1. The draft minutes of the meeting on 28<sup>th</sup> April were noted.
2. Fire Risk Assessment Actions – to approve quote from Paul Honour Building Services to complete fire stopping works at a cost of £880.00. (Paper 11). Plus sealing around boiler flue at £30. Proposed by Cllr Sumner, seconded by Cllr Millett and unanimously APPROVED. To be funded by the GMCC Earmarked Reserve.
3. Replacement of carbon monoxide detectors in Flats 1 and 2 by Cotswold & Vale at a cost of £205.98 (Paper 12). Proposed by Cllr Sumner, seconded by Cllr Randall and unanimously APPROVED. To be funded by the GMCC Maintenance budget.
4. To approve the following recommendations from police following vandalism:
  - a. Removal of fence panels at front of building.
  - b. To relocate wheelie bins and fit plastic spikes to remaining compound fencing at approx. £50. The caretaker to complete both tasks. A 1ft gap between the shed and compound wall to be blocked off at the end to make the compound secure.
 Items 4a and b were proposed by Cllr Sumner, seconded by Cllr Hicks and unanimously APPROVED.

#### **22/044 Village Green Bookings:**

1. To note BBC filming for Father Brown on 25th May. No Parish Council owned land would be used, only GCC Highways pavements and roadway. The BBC had offered to donate £200 in recognition of the Chairman's assistance with information gathering. Council gave approval for the Clerk to sign the Location Release form and issue an invoice.

**22/045 Finance & General Purposes Committee:** The draft minutes of 28<sup>th</sup> April were noted.

#### **22/046 Finance:**

1. The Schedule of payments up to 4<sup>th</sup> May 2022 (Paper 13a) was proposed for payment by Cllr Hadley, seconded by Cllr Hicks and APPROVED.

Payee	Item	Net amount £	VAT £	Total £
Paul Burdick	End year AGAR preparation	375.00	75.00	450.00
Blachere Illumination	Signage repair	140.70	28.14	168.84
Bibury	Removal of railings around village green	440.00	88.00	528.00
Treetech	Tree works at Springvale	1,221.02	244.20	1,465.22
Stockwell-Davies Ltd	Tree survey	1,650.00	330.00	1,980.00
HMRC	Staff tax/NI - April	1,828.87	0.00	1,828.87
Viking	Stationery	41.73	8.35	50.08
Bence	Pea gravel for shed at cricket club	41.80	8.36	50.16
Chosen Fire Protection	Fire alarm inspection	191.80	38.36	230.16
Bourton Vale Cricket Club	Hire of pavilion for youth club	1,100.00	220.00	1,320.00
Peter Pulham	Litter picking	180.00	0.00	180.00
Safelinks	CO2 alarms	59.32	11.86	71.18

GAPTC	Training course fee	70.00	0.00	70.00
J.A.K.K. security	Event supervisors	1,080.00	216.00	1,296.00
Ian Sorley	Disco	400.00	0.00	400.00
Tribute Acts Management	Beatles Tribute Band - balance	1,500.00	0.00	1,500.00
Cotswold First Aid	First Aid services	576.00	0.00	576.00
Warble Entertainment	Face painter - deposit	50.00	10.00	60.00
Lisa Brown	Face painter - balance	200.00	0.00	200.00
Anderson Videography	Videographer	550.00	0.00	550.00
Danfo	Additional opening of toilets	100.00	20.00	120.00
Sue Cretney	Reimbursement of expenses for Platinum Jubilee	1,611.53	249.79	1,861.32
Forget Me Nots	Flowers	250.00	0.00	250.00
Gary Yates	Band hire - balance	400.00	0.00	400.00
3 Counties Castle Hire	Bouncy castle	205.00	0.00	205.00
Wild Rock Ltd	Mobile wall - balance	250.00	50.00	300.00
Diana Ray	Reimbursement for mail drop	431.62	0.00	431.62
Viking	Stationery - Platinum Jubilee	49.14	9.83	58.97
Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
Inspire to Aspire	Youth club supervision	683.54	136.71	820.25
Kompan	Play equipment inspections	300.00	60.00	360.00
David Perry	Play inspections	110.00	0.00	110.00
Toolstation	Door bolt & cable guard	17.47	3.50	20.97
Cotswold & Vale	Electrical repairs	484.11	96.82	580.93
<b>Direct Debits/Standing Orders</b>				
TalkTalk	Landline & broadband 28th Mar - 25th Apr & line rental	57.00	11.40	68.40
Smartest Energy (Dual)	Electricity charges - 1st-31st Mar	441.67	88.33	530.00
Apogee (Directtec)	Photocopier support	88.35	17.67	106.02
Crown Gas & Power	Gas charges - PC	205.13	41.02	246.15
Grundon	Refuse collections	164.32	32.86	197.18
Crown Gas & Power	Gas charges - Flats	65.05	3.25	68.30
Cotswold District Council	Business rates	621.00	0.00	621.00
NEST	Staff pensions - Mar	676.28	0.00	676.28
Apogee (Directtec)	Toner	7.50	1.50	9.00
Castle Water	Water charges - Springvale	5.00	0.00	5.00
<b>Salaries</b>				
S Henley	Wages - May			
C Cooper	Wages - May			
J Herbert	Wages - May			
E Webb	Wages - May			
<b>Totals</b>		<b>25,802.41</b>	<b>2,471.28</b>	<b>28,273.69</b>

2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllrs Hadley & Roberts to approve the BACs payments.
3. The bank reconciliation dated 30<sup>th</sup> April (Paper 13b) was not available due to a bank error. The Summary Report (Paper 13c), the Financial Forecast to 4<sup>th</sup> May 2022 (Paper 13d) and VATQ4 were reviewed and APPROVED.

#### **22/047 Platinum Jubilee Event June 2022:**

1. To receive an update report and event costings from the working party (Papers 14a & b). Council APPROVED all requests in the report. The unveiling of the plaque in the Jubilee Orchard on Thursday 2<sup>nd</sup> June to be carried out by the Chairman of VEC Committee.
2. To approve lighting of Platinum Jubilee Beacon at 9.15pm on Thursday 2nd June. This was APPROVED. The insurance company had confirmed cover as long as their advice note was followed and a risk assessment was being produced by the working party. Cllr Roberts to attend as Vice Chairman.
3. Mugs: A re-sale price to members of the public was agreed at £5.00 per mug during the event. The Assistant Clerk to also make the mugs available from the office prior to the event.
4. PC Gazebo: It was agreed that Cllrs Hadley and Roberts would assist on the Sunday with the erection and manning on of the gazebo on the Village Green. The gazebo to be shared with the Village Warden and litter pickers.

**22/048 Clerk's Delegated Authority:** The current arrangements as approved at the April meeting were reviewed. It was agreed to continue with Clerk's delegation to respond to all planning applications if required. Proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED.

**22/049 Reports from representatives on Outside Bodies:** There were none.

**22/050 Correspondence:**

1. Letter from resident re. tourism (Paper 15a). The points raised were discussed and the resident to be thanked for raising those points and advised of the police's 101 email address for reporting. Although there was little the Council could do about the number of tourists the Council would address those matters that they could deal with.
2. Email from resident on village centre matters (Paper 15b). The resident to be advised that the pavement outside the old de la Hayes site was owned by GCC Highways. The site was currently in the hands of the receiver and the purchase of the site was subject to planning permission. The revised planning application contained a commitment to removing the tables on the pavement which had been installed by the previous owner of de la Hayes. The Clerk to ask County Cllr Hodgkinson whether the tables could be temporarily fenced off as they were a health hazard. The resident to be advised that the Parish Council was looking at developing the area around the weeping willow tree but there were high costs involved.

**22/051 Any Other Business:**

Cllr Randall raised concerns about water quality and sewage problems in the river. It was noted that the Environment Agency carry out testing each month with results available on the Thames Water website. Cllr Maunder advised that the river would not be affected by sewage problems in the Village Green area as the sewage outlet is below the village so there would be no discharge into Bourton.

**22/052 Next Meeting:** The next full Council Meeting will be at 7pm on Wednesday 8<sup>th</sup> June 2022 in the Windrush Room, The George Moore Community Centre.

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

There being no further business the meeting closed at 20.58 hours.