

Bourton-on-the-Water Parish Council
Minutes of a meeting of the Parish Council held at 7pm on Wednesday 2nd February 2022
in the Windrush Room, The George Moore Community Centre.

Those Present: Cllrs R Hadley (Chairman), S Coventry, A Davis, L Hicks, P Millett, A Roberts, B Sumner, L Wilkins and B Wragge.

In Attendance: Sharon Henley (Clerk), District Cllr N Maunder. PC Ward and PCSO Allen

Members of Public: Jon Wareing

Public Session:

Police Report from PC Ward & PCSO Allen

During January there were 32 recorded crimes– 6 (1 burglary – 5 sexual offences during one incident) made up of 3 thefts, 6 other crimes, 14 DV/violence and 3 drugs.

The Mobile Police Station attended The Co-op and partner agencies including the Village Warden, two members of Cleaner and Greener Council team and a Drug and Alcohol worker were present. Advice was provided from all to the community and further dates for the mobile police station were to be advertised.

A POP plan had been designed to target ASB in Bourton. Cllr Hicks to meet PC Ward and PCSO Allen to discuss areas of the village suffering from anti-social behaviour, including Piece Hedge allotments and The Naight. Cllr Davis thanked the officers for the speedy response to reports of abandoned vehicles.

County Cllr Paul Hodgkinson sent a report which was read by the Chairman:

Covid - cases dropped for a while but were going back up again with the latest weekly total for Gloucestershire being just under 8000 new cases, of which around 900 were for the Cotswolds.

A request had been received for traffic calming or measures to cut traffic speed at the bottom end of Moore Road (nearest to the High Street). Cllr Roberts had been asked to comment and the matter would be raised with GCC Highways if considered appropriate.

An update was still awaited from the GCC Bus Officer on the sealed bus stop on Meadow Way and was being chased. There would be a meeting of the 'No Crash' group which considered road safety issues in the area on Thursday March 10th at 7pm in Andoversford Village Hall. A representative from the Parish Council was invited to attend and GCC Highways and the police would also attend.

District Cllr Nick Maunder reported:

Work on Public Open Spaces – a draft report from April 2021 had not been presented to Cabinet but the T&PC Planning Association planned to produce a report around May and this information would be fed into the review of the Local Plan.

The Manor Fields concrete base was still in place and CDC Officers did not plan to pursue its removal as the shed had been removed. Cllr Maunder to follow this up to request the removal of the base and the Planning Committee would also send their feedback.

The Rissington Road car park work had been delayed until the autumn but emergency repairs were being completed. The consultation on the allocation of funds from the Tourist Levy was still being planned and the Parish Council would be asked for feedback.

CDC's Planning Committee would consider the application for the Dower House at 2pm on 9th February and a Parish Council representative would attend.

District Cllr Richard Keeling sent a report which was noted. He had invited the Parish Council to feedback on CDC's proposals to charge for elections and this was discussed during item 17.

21/186 Apologies for absence: Cllr Macklin sent apologies for all meetings up to 23rd April. Cllr Randall sent apologies for this meeting and both were noted and accepted. District Cllr Keeling and County Cllr Hodgkinson also sent apologies.

21/187 Declarations of interest in items on the agenda: Cllrs Hadley and Sumner declared a non-pecuniary interest as members of the North Cotswolds rotary and withdrew from discussion in item 21/196. Cllrs Wragge and Roberts declared a non-pecuniary interest in Dementia Friendly Bourton and withdrew from discussion in 21/195(c).

21/188 Approval of Draft Minutes:

- a. Parish Council Meeting held on 5th January 2022. Proposed by Cllr Hadley, seconded Hicks and unanimously APPROVED.

- b. Parish Council Extraordinary Meeting held on 10th January 2022. Proposed by Cllr Hadley, seconded by Cllr Roberts. Cllrs Coventry, Hicks and Davis abstained as they were not present at the meeting. APPROVED by all others present.

21/189 Matters arising: Following approval of the 2022/23 budget, the draft Budget Statement to be circulated to councillors prior to publishing on the website and in the Bourton Browser.

21/190 Clerk's Report:

- a. The Log Roll installation at Rye Crescent was complete.
- b. The GCC Build Back Better grant funding bid for the painting of railings and additional bins around the Village Green in connection with the Platinum Jubilee event had been unsuccessful, although a separate application by the Platinum Jubilee working party in connection with the event had been approved.

21/191 Planning Committee:

- a. The Committee Chairman, Cllr Davis, presented a short summary from the meeting held on 26th January. Some planning comments had been submitted by clerk's delegated powers in between meetings.
- b. SHELAA Consultation (Paper 1a & 1b): CDC were holding a consultation meeting for T&PCs on Wednesday, 9th March 2022 from 6:30 to 8:00pm at Moreton Area Centre to which councillors were invited. It was agreed to cancel the Planning Committee meeting for the same night and hold an Extraordinary Council Meeting on Wednesday 16th March at 6pm to finalise the response to the consultation. The Planning Committee meeting on 23rd March would go ahead.
- c. Community Emergency Plan (Paper 2): It was agreed that Cllr Wragge would work with Cllr Davis to arrange a Zoom meeting for councillors and those included in the plan to run through arrangements. The GCC Emergency Planning representative to be invited.

21/192 Village Environment Committee:

- a. The Committee Chairman, Cllr Millett presented a short summary from the meeting held on 12th January.
- b. To approve Tree Survey work at £1,650 + VAT by Stockwell Davies. Funded by Tree Work EMR. (Paper 3). Proposed by Cllr Millett, seconded by Cllr Hadley and unanimously APPROVED.
- c. To approve work at Jubilee Orchard at a cost of £393.75 + VAT by Treotech (as approved at December VEC meeting). Funded by Tree Work EMR (Paper 4). Proposed by Cllr Millett, seconded by Cllr Hicks and unanimously APPROVED.
- d. To consider a request from Headspace for Council to waive the allotment fee for Plot 10 at Springvale for 2022. Proposed Cllr Millett, seconded by Cllr Hicks and unanimously APPROVED.
Cllr Davis noted that there was a community group interested in gardening and it was suggested that the 3 planters in the village could be maintained by the group instead of a contractor.
The committee was asked to consider ways to make the Jubilee Gardens more visitor-friendly to take visitor pressure off the centre of the village and it was agreed to add this to the next VEC agenda. A tree planted in the Jubilee Gardens for the Platinum Jubilee would be funded by the Platinum Jubilee working party.

21/193 Highways Committee:

- a. The Committee Chairman, Cllr Roberts, presented a short summary from the meeting held on 17th January. It was hoped the CDC Tourist Levy would be paying for parking patrols, otherwise funding was available in the Highways budget for next year. The Speedwatch group was now active again.

21/194 Youth & Well-being Committee:

- a. The Committee Chairman, Cllr Hicks, presented a short summary from the meeting held on 17th January. Kompan were arranging for hard core and a base to be installed on the access track across The Naight (at their own cost) as the track had become very muddy since the installation of the new play equipment. Quarterly inspections for the play equipment had been approved. A padlock was to be installed on the new Naight Gate as per contractor's recommendations. The old Naight play area required a new spring on the gate.
- b. Accessibility Audit and Summary of Actions (Papers 5a & 5b): The Clerk was asked to arrange a Zoom meeting for councillors to hear a presentation from Vicci Livingstone-Thompson at Inclusion Gloucestershire.
- c. Commissioner's Fund 2022/23 (Paper 6): Grant funding was available for up to £5,000 with an application deadline of 16th February. This funding source had previously been used to pay for the Youth Club activities but the criteria for applications had changed and grants were now for only one year. It was agreed that Cllrs Hicks, Davis and the Assistant Clerk would work with Inspire to Aspire to submit an application by the deadline.

21/195 GMCC Committee:

- a. To note the postponement of the January meeting and Council to determine a new date. It was agreed to hold the meeting on Thursday 17th February at 4pm.
- b. To consider options for new energy tariff from November 2022 and agree final option (Papers 7a & b). Councillors considered the comparison sheet and Smartest Energy had been identified as the recommended option for renewing the existing Dual Energy/Smartest Energy Contract which expires at the end of November. Smartest Energy's 3 Year Tariff is £8,620 pa, representing an increase of £3kpa, although the majority of costs were borne by tenants. It was recognised that all utility charges were currently having steep price increases and the 3 year fixed tariff would enable a fix for the whole of the term. District Cllr Nick Maunder offered to follow up on the possibility of a scheme on offer from the Co-Op, as discussed at a previous meeting with CDC's Head of Climate Action. Cllr Sumner proposed and Cllr Hicks seconded that this tariff was accepted, pending advice from Cllr Maunder on the Co-Op scheme. In addition, the withdrawal terms from the tariff should be investigated. The information to be reviewed at the GMCC meeting and a final decision taken then. This was unanimously APPROVED.
- c. To consider request from the Dementia Friendly Bourton group for free of charge room hire for a drop-in event during April. Unanimously APPROVED.
- d. To consider request from Bourton Roadrunners to use 20-25 parking spaces at the Community Centre during 10k race on 27th Feb. Unanimously APPROVED.
- e. To receive settlement quote from Apogee in response to request to terminate existing agreement for printer services and agree action (Paper 8). A termination figure had been quoted in lieu of the remainder of the contract. Apogee required 6 months' notice in advance of the anniversary date of October for cancellation. The company had been informed of the Council's cancellation of the new equipment due to non-delivery but had subsequently been offered a delivery date in February, although this would be likely to tie into another 5 year contract. The previously approved quote from another contractor was slightly cheaper. Cllr Sumner proposed not to take delivery of the new machine but to give notice at the appropriate time and use Sharp when the current contract ceased. This was seconded and unanimously APPROVED.

21/196 Village Green Bookings: (Paper 9) The following schedule was considered and APPROVED. The Clerk to notify the RNLI and Carol Groom that there would be two bookings on Saturday 9th July and suitable arrangements should be made by those applicants to accommodate both bookings.

Village Green – Applications 2022

Date	Applicant	Insurance Details	Risk Assessment	Event	Details of event and special requests
Mon 2 nd May (Bank Holiday)	Bourton Panto Group				10.00-16.00 1 gazebo Tables
Thu 2 nd – Sun 5 th June	Platinum Jubilee Working Party			Platinum Jubilee Celebrations	TBC
Sat 25 th June	St Lawrences (TBC)				
Sat 2 nd - Sat 16 th July	Carol Groom – Sunflowers Suicide Support			Sunflower Bomb in VIP bench and railings area only	Bunting & real flowers used to decorate the area for the event.
Sat 9 th July	RNLI (£50 paid 2020)			Duck races, stalls and tombola	10.00-16.30 3 gazebos Display lifeboats on river..
Sat 23 rd July	North Cotswold Rotary Club (£50 paid 2020)			Duck races and tombola	10.00-16.00
Sat 6 th August	Moreton Bowls Club (£50 paid 2020)			Duck races and tombola stalls	09.30-17.00 2-3 gazebos

21/197 Platinum Jubilee Event June 2022:

- a. To receive an update from the working party (Paper 10). Council noted the report and approved the requests contained within it. It was agreed that any equipment borrowed should be logged back in and out.

b. To approve a suitable design for the commemorative mugs (Paper 11). Councillors approved a design and it was agreed that the Assistant Clerk should order 500 mugs at £2.95 so additional stock would be available for purchase by event attendees. If the additional stock was sold at a profit this would cover at least part of the cost of producing the souvenirs for the school pupils. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.

c. To note receipt of donation of £1,500 from Rural Cinema towards the Platinum Jubilee Event.

21/198 Finance & General Purposes Committee: To note the January meeting was postponed and a new meeting date was agreed of 7pm on Wednesday 23rd Feb. It was noted that the Finance Officer would not be able to attend this meeting.

21/199 Finance:

a. Consider and approve the schedule of payments up to 2nd February 2022 (Paper 12).

Payments List - Council Meeting 2nd February 2022							
Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total
Cheques							
4647 (v.455)	21/01/2022		Royal British Legion	Hire of hall for Platinum Jubilee - deposit	25.00	0.00	25.00
4648 (v.466-7)	27/01/2022		Cash	Petty cash - Oct 21 - Jan 22	216.94	17.04	233.98
BACS							
400	05/01/2022		HMRC	Staff tax/NI	1,664.59	0.00	1,664.59
428	09/01/2022	5201	C N Baldwin	Christmas lights	1,162.81	232.56	1,395.37
430-1/452/460	04/01/2021	7178/7175/7189/7193	GAPTC	Training courses	210.00	0.00	210.00
432	05/01/2022	214875	Imaginative Solutions	Gov.uk domain hosting	60.00	0.00	60.00
433*	06/01/2022	214878	Imaginative Solutions	Laptop for clerk	604.50	0.00	604.50
439	10/01/2022	24369	ASGuk	Removal of automatic door	280.00	56.00	336.00
440	08/01/2022		Mike Robinson (Ranger's Gardening Services)	Christmas tree removal	80.00	0.00	80.00
441	08/01/2022		M Temple	Christmas tree erection and removal	100.00	0.00	100.00
448	13/01/2022	4762	Forrester Access	Removal of Christmas lights	400.00	80.00	480.00
450	15/01/2022	QH8895007936	Toolstation	Cistern lever	13.69	2.74	16.43
453	14/01/2022	W2182	Kendall & Davies	Lease fees - The Cottage	600.00	120.00	720.00
454/461	18/01/2022	8284308/8325280	Viking	Chery	148.16	13.22	161.38
456	21/01/2022	1823	The Wright Signs	Sign at Cemetery	55.00	0.00	55.00
462-465	27/01/2022		Peter Pulham	Picking	180.00	0.00	180.00
468	30/01/2022	58	Inspire to Aspire	Club supervision	683.54	136.71	820.25
469	28/01/2022	512618271	Gallagher	Insurance premium	148.81	0.00	148.81
470	31/01/2022	V003	Bibury	Roads maintenance	1,851.67	370.33	2,222.00
474	02/02/2022		James English	Window cleaning for GMCC 2nd Feb 22	160.00	0	160.00
475	28/01/2022	PI 0008	David Perry	Playground Inspections 24th Dec to 28th Jan (6 weeks)	132.00	0	132.00
DDs							
456/9	05/01/2022		NEST	Staff pensions - Dec	532.80	0.00	532.80
434	10/12/2021	358757483	Lloyds Bank	Bank charges	7.00	0.00	7.00
429	10/01/2022	2497161	Smartest Energy (Dual)	Electricity charges - 1st-31st Dec	441.67	88.33	530.00
438	17/01/2022	1196471	Crown Gas & Power	Gas charges - Flats (meter reading under query)	243.61	48.72	292.33
436	17/01/2022	1190899	Crown Gas & Power	Gas charges - The Cottage	85.17	4.26	89.43
437	17/01/2022	1190897	Crown Gas & Power	Gas charges - PC	261.03	52.21	313.24
435	31/12/2021	PSI-0534166	Grundon	Refuse collections	101.58	20.32	121.90
442	10/01/2022	23134286	TalkTalk	Landline & broadband 26th Nov - 23rd Dec & line rental	57.63	11.53	69.16

451	24/01/2022	1280549	Apogee (Directtec)	Photocopier support	91.13	18.23	109.36
472/3	31/01/2022		NEST	Staff pensions - Jan	532.80	0.00	532.80
471	28/01/2021		Castle Water	Water charges - Springvale	3.61	0.00	3.61

Staff Wages - separate online payments list (paid on 23rd)

447	23/02/2022		J Herbert	Wages - Feb			
445	23/02/2022		E Webb	Wages - Feb			
444	23/02/2022		C Cooper	Wages - Feb			
446	23/02/2022		S Henley	Wages - Feb			
Totals					16,162.05	1,272.20	17,434.25

* paid between meetings

Power to Spend is General Power of Competence in all cases.

The Payment Schedule was proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.

It was noted that it had not been possible to set up any new payees with Lloyds due to the impending account switch so any new payees and the salaries for payment on 23rd February would be set-up and approved following the switch on 4th Feb.

- b. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cllrs Hadley and Roberts to approve BACS payments. The cheque in favour of RBL to be re-issued and signed following the account switch to Unity.
- c. Note the bank reconciliation dated 31st December 2021 (Paper 13a), the Summary Report (Paper 13b) and the Financial Forecast to 2nd February 2022 (Paper 13c). Approve the Q3 VAT return for 2021/22 (Paper 13d). The documents 13a, b and c were noted and the VAT return paper 13a was proposed by Cllr Hadley, seconded Roberts and unanimously APPROVED. The Clerk noted that the monies paid by Cllr Davis in reimbursement for the laptop would be credited back to the SEN Resilience Grant EMR which had been used to purchase the laptop for the Clerk.
- d. Update on switch to Unity Trust bank. The new account had been opened and the switch was scheduled for Friday 4th February. Existing direct debits and standing orders would be automatically transferred across and the Clerk to advise CDC of the change in relation to the precept payment.
- e. Insurance – Council noted that new play equipment had been added to the schedule of insured items. Cover had been increased by a total of £56,372.40 resulting in a pro-rata annual charge of £148.81 as per the invoice in the Payments.

21/200 BTAG (Bourton Tourist Action Group):

- a. To consider proposal to set up a BTAG Working Group to report to the Council. Proposed Cllr Hadley, seconded Cllr Davis and unanimously APPROVED.
- b. To agree structure of Working Group (if approved), including which members of Council to sit on the group and arrangements for drafting written Terms of Reference. The Clerk and Chairman to arrange a Zoom meeting for committee chairmen to meet members of the BTAG group and report back to Council.

21/201 Clerk's Delegated Authority:

- a. To review current arrangements as approved at the January meeting and agree any amendments as required. In view of the continuing local Covid infections it was proposed to continue the arrangement for the next month, although Council noted the Clerk's preference to restrict Planning responses to those agreed at meetings wherever possible. Proposed by Cllr Davis, seconded by Cllr Roberts and unanimously APPROVED.
- b. To consider amendments to the Financial Regulations to increase the amount of Clerk's emergency approval of funds from £500 to £1,000. Proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED.

21/202 CDC proposals for Town & Parish Council election charges: To note update received and budget implications (Paper 14). Council noted the contents of the briefing paper and also District Cllr Richard Keeling's report for this meeting. CDC's Cabinet decision on 10th Jan 22 had been that the Cabinet agrees to recharge Town and Parish Councils for contested by-elections taking place on or after the dates shown at the rates indicated:

- (i) from 01/04/2024 - 50% of the cost
- (ii) from 01/04/2025 - 75% of the cost
- (iii) from 01/04/2026 - 100% of the cost

The Parish Council was invited to give feedback on the proposals to Cllr Keeling as he advised there was time for the Cabinet to revisit the proposal. Three options were presented:

- Option 1 - CDC continue to fund local election costs
- Option 2 - CDC pays for the first contested election cost. If there is a need for subsequent local elections in that year, then these are paid for by CDC and repaid when Parish can raise the funds from the forthcoming precept.
- Option 3 - CDC 'loan' the costs of all local elections until such time as the Parish can raise the funds to repay CDC from the forthcoming precept.

Cllr Sumner proposed to respond with option 2 and Cllr Roberts seconded. Cllrs Wilkins abstained and all other APPROVED the proposal. It was noted that a sum of £2,000 had been included in the 2022-23 budget in order to make provision for charging which had originally been proposed to start in May 2023 when the Parish Council budget was set.

21/203 Reports from representatives on Outside Bodies:

Cllr Davis reported from a meeting of the Cotswolds National Landscape. It was confirmed that the Cotswolds would not be made a national park and it was proposed that AONBs would be called 'national landscapes' but funding would not be available.

Cllr Hicks attended a meeting with CDC to discuss the future funding of the VICs and further monthly meetings will be held with CDC and VIC staff.

21/204 Correspondence: To receive correspondence since the last meeting and agree actions, as required.

- a. Letter from resident on Precept 2022/23. (Paper 15). It was agreed to respond with the Budget Statement for 2022/23 and highlight reasons for increasing the precept, including that inflation may reach 7% next month. In addition, to highlight the number of budget meetings that had been held and the Council's intention to keep the budget and precept low but that additional items had been added through necessity. Information on precept increases for nearby principal settlements to be included if available. The budget statement to be added to the Bourton Browser for information.
- b. A second letter on Tourism Subsidies had been received on the day of the meeting. Following discussion, it was proposed that the response should reiterate the procedure for making a Code of Conduct complaint, as outlined in the previous letter to the parishioner. Proposed by Cllr Millett, seconded by Cllr Davis and Cllr Sumner abstained. The proposal was APPROVED by all others present.

21/205 Any Other Business: Cllr Davis had spoken to the Cricket Club about grant funding for a defibrillator and was advised to apply to the Rotary.

21/206 Next Meeting: The next full Council Meeting to be held on Wednesday 2nd March 2022 at 7pm in the Windrush Room, The George Moore Community Centre.

Public Session: It was confirmed by Cllr Maunder that the Coach Park lease had been terminated by CDC as it was understood that costs could be absorbed on a commercial basis.

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