

**MINUTES OF THE MEETING
OF BOURTON ON-THE-WATER PARISH COUNCIL
held on Wednesday 7th April 2021
at 7.00pm via Zoom**

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.

Standing Orders were suspended for the Public Session

Police Report: PCSO Charlie Symes attended to give a verbal report on the following items: speeding issues in Lansdowne now being identified by the ANPR camera; travellers having been on Rissington Road; fewer COVID breaches being reported as restrictions are being eased; the neighbourhood policing team is back to full strength and following up on ASB and drug issues locally. PCSO Symes also confirmed that the Stay Local message is only guidance and not enforceable.

County Cllr Report: County Cllr Paul Hodgkinson gave a report on the following items: the rapid decline in cases of COVID locally and extremely low levels of hospitalisation; GCC Highways aiming to install additional signage for car parks before next easing of restrictions; utility companies working with GCC to resolve ongoing flooding issue outside De La Haye's; pedestrian crossing at The Furrows to be investigated due to cars regularly not stopping; TAG working group to share traffic and parking ideas with GCC Highways and Parish Council's Highways Committee to check feasibility of suggestions; the village's drainage issues have all been reported to GCC and will be addressed in due course.

District Cllr Report: District Cllr Richard Keeling gave apologies. Cllr Nick Maunder reported on the following items: CDC's business support package; positive feedback on COVID marshals; leisure centres reopening on 12th April; confirmation that a complaint about rats on the former Co-Op site had been investigated and dealt with; a request for a litter pick on A429 had been made; polling cards have now been sent out for May elections and emergency measures put in place for anyone with COVID symptoms to nominate a proxy. Cllr Mike Evemy reported on the tourism charge to be applied on the Rissington Road car park which has been in place since 9th March. Cabinet will be considering the results of the recent consultation. The three main recommendations for the first year's spend: bins, support officers and bollards. It is expected that the consultation will be carried out annually. Cllr Evemy confirmed that this money is specifically to be used to mitigate the effects of high numbers of tourists in the village.

Public Questions: There were no public questions.

21/001: Apologies for absence:
There were no apologies for absence.

21/002: Members' Interests
There were no additional interests not currently declared on Councillors' Registers. Cllr Roberts reminded Councillors that, if applicable, spouses' employment must also be included on their Registers.

21/003: Minutes of the Meeting held on 3rd March 2021
Cllr Hadley proposed that the minutes of the meeting held on 3rd March 2021 be signed as a true record of the meeting with one amendment under AOB to replace 'attenuation pond' with 'estate management', seconded by Cllr Hicks. APPROVED unanimously.

21/004: Matters Arising from Minutes of the Meeting held on 3rd March 2021

- Council noted correct cost of Assistant Clerk's Cemetery Training of £165 +VAT not £145 as previously reported as Council is not a member of SLCC. Training has been booked for September.

21/005: Casual Vacancy

- Council noted signature by Martin Macklin on 5th March of the Declaration of Acceptance of Office and completion of the Register of Interests which has been received and recorded by CDC;
- Council approved retrospective costs of £50 for two Being a Better Councillor training courses attended by Cllr Macklin in March.

21/006: Planning Committee Report
Cllr Sumner reported on minutes from the March Committee Meetings and the following was discussed further:

- Council noted Street Trader's proposed amendment to pitch location and confirmed there was no objection to the change.

21/007: Village Environment Committee Report

Cllr Wilkins reported on minutes from the March Committee Meeting and the following was discussed further:

- Council confirmed the donation of its stored wooden benches to Bourton Vale Cricket Club;
- Council adopted the new schedule of burial fees as proposed by the Committee;
- Council adopted the new allotment rules for Cemetery Lane and Piece Hedge as proposed by the Committee;
- Council approved delegation of CDC's proposals for new litter bins to VEC and a storage shed for Ubico to the GMCC Committee;
- Council approved a quote of £284.83 received from Yates Plumbing to replace corroded water trough at Cemetery Lane allotments and requested that the damaged trough is returned to Council to attempt a repair;
- Council approved a quote received from NJ Teague of £520 per day to carry out tree works on Village Green and Riverside Walk (T1 to T23 - raising up, dead wooding, reducing and cutting ivy) approx. 5-6 days' work.

21/008: Highways Committee Report

Cllr Randall reported on minutes from the March Committee Meeting and the following was noted:

- Council noted letter of thanks from Glos Police for the installation of an additional ANPR camera;
- Council noted that there is still missing signage which is required to complete the TRO fully despite the deadline having passed;
- Council will take action to remind businesses about their responsibilities with regard to A-boards;
- Council agreed that a meeting would be set up with TAG and GCC Highways.

21/009: Youth & Well-being Committee Report

Cllr Hicks reported on minutes from the March Committee Meeting and the following was discussed further:

- Council agreed to appoint Inspire to Aspire as provider of youth club services with effect May 2021;
- Council agreed to replace removed swings in all play areas with effect 12th April;
- Council noted that the play equipment project had been deferred so that the advert could be placed on the Contracts Finder website for 30 days as per Standing Orders;
- Council approved a quote from Wicksteed for £232.20 +VAT for purchase of two replacement seats for roundabout at The Naight play area. Assistant Clerk to request same colour replacement;
- Council approved a quote from Greenfields for £269.07 +VAT for supply and installation of replacement timber post at Rye Crescent play area;
- Council noted that a six month extension had been granted for the Thriving Communities award received to March 2022.

21/010: Community Centre Committee Report

Cllr Sumner gave a verbal report and the following was discussed further:

- Council noted that the required annual gas safety checks had been carried out on its five boilers;
- Council noted that the lease for The Cottage is in the process of being changed from a Tenancy at Will to a 3 year lease;
- Council noted that the Registration of Title is progressing;
- Council noted CDC's confirmation of Business Rates for 2021-22 in the sum of £7,485pa;
- Council noted minutes from the March IT Sub-Committee meeting and approved a budget of £99 +VAT to complete the audit of website accessibility compliance;
- Council noted the revised date of 26th April at 6pm for the next committee meeting for the Community Centre Committee;
- Council approved Committee's recommendation to instruct Hewer to confirm structure of redundant chimney in order to facilitate its removal by Heritage in May.

21/011: Reports from representatives on Outside Bodies

Cllr Davis gave a verbal report from the GMTF meeting about re-opening businesses and confirmed that its annual subscriptions had been frozen. Cllr Davis gave an overview of the Kingfisher Trail initiative from the Cotswolds National Landscape and the updated Countryside Code.

21/012: Village Green Bookings

- Council approved the application from Bourton Panto to hire the Village Green on Saturday 21st August;
- Council confirmed that a sunflower bomb could be held on the Village Green in the VIP area to raise suicide awareness for one week at the start of July using real flowers and bunting. Assistant Clerk to confirm by letter.

21/013: Finance

Cllr Hadley gave a verbal report and the following was discussed further:

- Cllr Hadley proposed Council approve the schedule of payments in the sum of £41,195.98 in accordance with the revised circulated schedule, seconded by Cllr Davis. APPROVED unanimously;
- It was agreed that Cllr Coventry and Cllr Roberts would be added as signatories.
- Council noted the satisfactory bank reconciliation to 1st March, the March Summary Report and the Financial Forecast;
- Council noted the deadline for the submission of the Annual Return to PKF Littlejohn (External Auditor for the year 20-21). It was agreed that consideration/approval of the AGAR by Council would take place at the Annual Council Meeting on 5th May;
- Council noted the minutes from the March Personnel Sub-Committee meetings. It was agreed that the Clerk's vacancy would be re-advertised via GAPTC and NALC. Council approved NALC advertising costs of £300 +VAT. It was agreed to advertise the role of Play Area Inspector in the May Bourton Browser;
- Council noted the revised date of 26th April at 7pm for the next committee meeting for the Finance & General Purposes Committee;
- Council approved the purchase of 12th Edition of Arnold-Baker's book of Local Council Administration at a cost of £147.99;
- Council approved the purchase of two sets of replacement defibrillator pads for the Community Centre which expire in June at a cost of £40 per set plus £5.95 delivery;
- Council approved the application for a trade credit account with Tool Station with £500 limit;
- Council approved payment of £1054.74 for 2021/22 Membership Subscription to GAPTC;
- Council approved payment of £40 for Annual Data Protection Fee to Information Commissioner's Office;
- It was agreed that Cllr Coventry and Cllr Davis would complete the internal financial check of the 4th quarter accounts for 2020-21 on a date to be agreed with the Finance Officer.

21/014: Correspondence

The correspondence list circulated to Council was noted and various actions agreed – these actions will be detailed on the annotated list to be displayed on the website.

21/015: Any Other Business: Receive reports, for information only

- Council noted that the Annual Parish Meeting would be held on Thursday 22nd April at 7pm via Zoom with the same format as 2019;
- Cllr Wilkins asked Council for clarification on the adoption of its General Power of Competence;
- Cllr Hadley confirmed that a workshop would be held on Wednesday 21st April at 6pm for councillors to agree new committee membership;
- Cllr Hadley reported that he had met with Paul Morrish about conducting a feasibility study with regard to re-opening the disused railway line from Bourton to Kingham to create a safe cycle/walking route;
- Cllr Macklin reported a footpath trip hazard along riverside walk. Cllr Randall advised that this would need to be reported to GCC.

21/016: Next Meeting

It was confirmed that the Annual Meeting of Bourton on the Water Parish Council will be held on **Wednesday 5th May 2021** at 7.00pm via Zoom.

Public Session: There were no public questions.

The meeting closed at 9.26pm.

CHAIRMAN'S SIGNATURE..... **DATE:**.....