

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

**Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 2<sup>nd</sup> August 2023  
in the Windrush Room at The George Moore Community Centre**

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

**In Attendance:** Linda Morrison Allsopp (Locum Clerk), County Councillor Paul Hodgkinson PCSOs John Allen and Kim Graham. Chloe Munday and Matt Smith, from Full Fibre.

**Members of Public:** Two members of the Public, representatives from Bourton Business Network.

**With the agreement of Council, the Chair amended the agenda to take the Police Report and Cllr Hodgkinson's report before the Full Fibre Presentation, to allow for an earlier departure.**

### **Public Session:**

**The Police Report, presented by PCSOs John Allen and Kim Graham**

Question – Has there been any complaints from members of the public on coach parking? A report from one member of public with pictures which was followed up with two of the three tour operatives involved. Index number was not visible for the third. They had been unable to book parking spaces. PCSO's suggested they use bus stop in front of school to drop off.

Public Service Vehicles are banned from the centre of the village.

Question – Has there been any complaints from members of the public of antisocial behaviour around the Naight? PCSOs have not had any recently, but Parish Councillors have received complaints about the use of the zip wire after 11pm by drinking adults.

### **County Councillor Report from Paul Hodgkinson**

**The County Councillor provided a verbal report.**

Meeting with local Highways Manager – Bourton on the Water is a priority. Traffic Regulation Order (TRO) can be started this year, provided he receives the information on what the Parish wants. This is the TRO including the Bus spaces, motorcycle parking and other waiting restrictions which were missed last time or where the previous implementation has adversely affected residents. Implementation spring/summer next year after a consultation which could cause delays. Due to meet with Dan Tiffney but no date yet.

One complaint on coach dropping off in Station Road.

Question on who is responsible for enforcement – presently the police but planned changes to legislation for Civil Enforcement. Public Service Vehicles are banned from the centre of the village.

Cllr Davis has been taking photos of Coaches, which encouraged drivers to move on. Dropping off by coaches at the bus stop outside The Cedars was still a problem.

Coach parking – proposals were discussed later in the meeting, Dan Tiffney's proposals were very expensive, at over £100,000. Emergency TRO implementation would also cost £60,000 for the two covering traffic restrictions and parking.

Health Centre NHS Gloucestershire waiting times highest in England. Lots of GPs under a lot of pressure and young GPs not coming forward to fill the roles of those leaving.

Moreton Rail Station have launched a petition re rail ticket office proposed closure.

A429 closed overnight 17th - 25th August 7pm to 7am at Northleach.

Question on extension of consultation regarding the closure of Moreton in Marsh ticket office extended to the 1st of September.

Moreton Rail bike rack paid for jointly by Town Council, Great Western rail and other local groups.

### **Presentation by Chloe Munday and Matt Smith, Full Fibre with Q&A/feedback session.**

Questions – Coverage - The Full Fibre service covers the whole village and copper telephone lines are being phased out. Reports of problems with service dropping out with other providers. Use of Internet Service Providers (ISP) questioned, but that is how business has decided to go. Planning issues in terms of the street clutter with the cabinets in the street becoming moribund.

### **Ward District Councillor for Bourton Vale. Report from Len Wilkins**

**The District Councillor provided a verbal report.**

The Town and Parish Council Forums meet on the 11th of September in Cirencester and on the 28th of September in Moreton-in-Marsh. Invitations have been circulated.

Funding for community/business starting in September.

Cotswold District Council group scheme for residents for solar panels. CDC will guarantee the work.

To note. Gilder's EV Charging Station, planning conditions amendment - Ref:23/02305/FUL

#### **Ward District Councillor for Bourton Village. Report from Jon Wareing**

##### **The District Councillor provided a verbal report.**

Coach parking was the main focus for the month. CDC catch up meeting on Friday 4th August, that he can feed any topics into. He is encouraging complainers to report issues to the police and to contact the crime commissioner to encourage increased policing.

The Tourist Levy consultation is now live. There was a requirement for a box at reception to deposit forms. Cllr Wareing will collect them at the end of the consultation.

More publicity for the Robin needed and posters on the Notice Boards such as the WI and the Coop.

Enforcement of planning infringement is on the list for the CDC Scrutiny Committee.

AGM GAPTC – covered proposed changes to planning and whether it will get through before the election.

Already circulated to all Councillors and on agenda for Planning Committee.

##### **Public questions for Council's subsequent consideration.**

Representative from Bourton Business Network made a [statement](#) – looking for places for 8 coaches. Coach passengers spend more than car passengers. Impact on businesses that is difficult to counteract in the cost-of-living crisis. It was felt that CDC have over costed Bus parking in Rissington Road. Mr Pulham has spoken to CDC twice. Bourton Business Network refuse to enter into joint statement which says there is no solution and want Parish Council to do the same.

**23/110 Apologies for absence.** Cllr J Jowitt and Steve Cotton Village Warden,

##### **23/111 Declarations of Interest.**

Cllr Hadley declared an interest in item 23/129, 2.for the Rotary Club and item 23/124 the Village Information Centre

##### **23/112 Approval of the draft minutes from the 5th July 2023 Parish Council Meeting.**

Proposal to amend **23/099 Assets of Community Value:** from unanimously to “by a majority”. With this amendment, the minutes were approved by a majority.

##### **23/113 Matters Arising:** Consider matters arising for items not on the agenda: (Paper 1)

1. Land transfer of Rye Crescent play area.

To be agreed from Draft transfer Deed –

Solicitors Fees of £750.00 plus VAT and Land Registry fee, approx. £100.00

Approved by Unanimous Agreement. This will be paid from General Reserves.

Restrictive Covenants in Clause 14 were accepted.

Reserved Rights to CDC in clause 15.1. This was queried by Council and the Locum clerk was requested to ask the solicitor if there is elasticity in clause 15.1 on noise. A children's play area is noisy and can attract antisocial behaviour. Also, if 'the fee' is £100 or £1 since both are mentioned in the document. Unanimous agreement.

2. CCLA updated signatories. Deferred.

3. Digibus Grant Application- Cllr Davis to report if the Digibus has a different user group to organisations already supported. Council to vote on awarding up to £1000 of grant money.

This has been carried over since September last year. It has now been confirmed that the Digibus has a different user group to other groups supported. Further questions were forthcoming and Digibus to be asked for a new application with evidence for use.

4. Assets of Community Value- suggestions

Any suggestions are forwarded to the District Council who decide if each asset meets the criteria and CDC are responsible for the consultation process. An asset remains on the register for five years.

Cllrs Davis and Samuel to work together to create a list of possible assets and bring it back to Council. The council can then take it to a public consultation, before taking it to CDC. Usually used to protect assets at risk of loss to the Community, change of use and redevelopment.

5. SSEN (Scottish and Southern Electricity Networks) Resilient Community Fund – report on application Cllr Hadley's application, with a little assistance from the Assistant Clerk and the Clerk has been submitted.

Locum Clerk will circulate the submission.

6. Parish-Online Mapping Software: to report costs involved and finalise decision.

Assistant Clerk did not have the information on who to contact so GAPTC have been asked for suggested contacts. In progress to come back to next meeting.

**23/114 Clerk's Report:** To receive update.

The Locum Committee Clerk has resigned with immediate effect. The Clerk remains on sick leave until the 16th of August.

**23/115 GMCC Committee**

1. To discuss/vote on any issues raised following the meeting on 27th July.

Guttering may need replacement and firebreaks are required in the roof space. Quotes for priority remedial work are being obtained.

**23/116 Highways Committee**

1. To discuss/vote on any issues raised following the meeting on 24th July.

The Draft Minutes for this meeting were not yet available.

**23/117 Planning Committee:**

1. To discuss/vote on any issues raised following the meetings on 12th & 26th July.

There were no issues.

**23/118 Village Environment Committee**

1. The next meeting was planned for Wednesday the 9th of August, however, as some committee members are away, it was deferred to the 23rd of August at 7pm, after the Planning meeting.

**23/119 Youth & Wellbeing Committee**

1. To discuss/vote on any issues raised following the meeting on 10th July.

2. To consider suggestion to canvass opinions for the Build Back Better Fund ideas (outdoor gym equipment / table tennis & games table)

A flyer would be developed at the next meeting of the Youth & Wellbeing Committee. Examples of equipment suggested. Committee need to put together a bid for the Build Back Better Fund. Agreement to poll the local young people. Cllr Samuel to circulate a proposal and bring it back to Council. A list of possible grant funders would be made. A letter re The Naight to come to next full council meeting.

**23/120 Finance & Governance Committee**

1. To note the cancellation of the Meeting of 20th July and to consider and agree an alternative date later in August.

A date to be set after the Clerk returns to work.

**23/121 Tourism Committee**

1. To Consider the creation of a Tourism Committee and if agreed appoint its Members and create its Scheme of Delegation and decide how it will be supported.

Council does not have the capacity for this. Suggestion that the way forward was the regeneration of the Tourist Action Group. Cllr Launchbury to approach Cllr Paul Hodgkinson. Tourism likely to feature in the Local Neighbourhood Plan. Add Local Neighbourhood Plan to agenda for the next meeting.

**23/122 Finance:**

1. Consider and approve the schedule of payments up to 2nd August 2023 (Paper 2a).

Approved unanimously. Cllrs Roberts and Hicks to act as signatories.

2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. None

3. To note the bank reconciliation dated 31st July (Paper 2b), Noted.

Summary Report (Paper 2c). A query was raised as to the spend under Admin Miscellaneous. The Locum Clerk to circulate information.

Financial Forecast to 2nd August (Paper 2d) Noted.

Reserves Report (Paper 2e). Noted. Locum Clerk pointed out that some of the listed reserves were rental deposits and not available to the Council.

VAT Return (Paper 2f). Noted.

**23/123 Requirement for a new Domain Registrar** – to agree that Imaginative Solutions undertake 2-3 hours work at a cost of £60 per hour to research a new Domain Registrar with the withdrawal of the present provider. (Paper 3)

It was agreed to pay up to £180 to Imaginative Solutions and include Parish Online as an option as a service provider. To be added to the agenda of the IT Committee.

**23/124 Village Information Centre (VIC)** – Update from Cllr Hadley

The information Centre is due to close in December. Cotswold District Council, (CDC) has provided a grant of £24,000 per year since 2008 but is now withdrawing funding for the Information Centres across the Cotswolds. There has been an extension of three months, from the initial date, funded out of the Tourist Levy. The VIC is in negotiation to have a leaflet dispenser in a shop or business unit.

The Parish Council have not been consulted about the closure nor this use of the Tourist Levy.

Locum Clerk asked to write to CDC complaining about the closure without consultation as the Village is a major tourist attraction. The VIC is also used by local people and bridges the digital divide for residents who are not computer literate. The VIC collects data on items such as the footfall. It is the booking centre for coaches. Can the money be raised by the Parish Council to keep it going?

Letter to CDC by the Locum Clerk expressing the Parish Council's displeasure and seeking an opportunity for negotiation. Letter to use the points raised.

**23/125 Short Term Lets:** To consider and agree the Policy on Short Term lets in the Parish.

This item carried over from the previous agenda. Cllrs Davis and Wareing are working on this, deferred to the next meeting.

**23/126 Health & Safety Policy:** To approve updated document, for signature by the Chairman. (Paper 4)

With the amendment as agreed at the last meeting. Agreed unanimously.

Will return to a future meeting with the addition of wellbeing clauses.

**23/127 Coach Parking:** To consider legal implications of suggestion to use GMCC Car Park and other coach parking issues in the village. (Paper 5)

A summary of the stakeholder meeting has been sent out by CDC with a draft statement. The statement implies finality despite CDC officers being asked to undertake further investigation. There was no discussion of costs or practicalities in the Forum. The meeting of Cllr Roberts with Andy Pulham and Dale Hackling could not happen until the end of July because Mr Hackling was away. The Parish Council agreed it cannot sign up to the draft statement.

The Locum Clerk was requested to write a strong letter of protest to CDC.

Councillor Tapper's statement was felt to be the appropriate wording. i.e.

"The Coach Parking Issue has still not been resolved and those involved are still looking at possible options. We the Parish Council understand the concerns of Residents & Businesses by the uncertainty and inconvenience this is causing."

There is a further Meeting at 11am on 11th September by Zoom, but as yet no Parish Councillors have been invited. A face-to-face meeting with all forum members was seen as a better option.

GMCC car park – not a practical solution for coach parking. We are still going through the property registration process and the agreement with the NHS gives them 34 spaces. It is a listed building, and the car park would need new entrances and removal of the walls at high cost and disruption to the GMCC users. All agreed it was not a practical idea.

**23/128 Tourism Levy:** report on consultation (Paper 6)

To note that there was about a week left to complete the survey before the cut-off date.

**23/129 Village Green Hire:** To consider and approve the following requests.

1. A request from the Scout Group to cancel their booking for the 15th of July because of high winds and re-schedule for the 2nd of September. Agreed.

Cllr Davis briefly left the meeting at 21.09 and returned at 21.11.

2. A request from the Rotary Club for Saturday 26th August, fallback 9th September as their rescheduled date following the cancellation of the duck race, Saturday the 22nd of July. Agreed

3. A request from Bourton Rovers FC to use the river for their annual traditional football match on August Bank Holiday Monday at 11.30am (no fete, river only). Agreed.

**23/130 Cotswolds AONB Caring for the Cotswold Grant Funding:** To review terms of new grant and consider suitable projects for submission by deadline of 29th September. (Paper 7) Applications must fit in one or more of their four themes:

1. Conservation of habitats and species, 2. Heritage and landscape, 3. Improving access, 4. Education

Grants start at £500 and go up to £2,500. They are looking for high quality projects in the Cotswolds that could be delivered relatively quickly if a Caring for the Cotswolds grant was offered. To apply, an application form and project budget need to be completed and submitted. Periwinkle bank, Manor Fields and other projects were suggested. Cllrs Davis and Wragge will take this forward and access quotes.

**23/131 Freedom of the Parish:** To consider creating a protocol to award Honorary Freedom of the Parish to individuals in recognition that they have provided exceptional work, service, or other worthy undertakings, over a period of time, that benefit the community. Proposed by Cllr Wareing, seconded by Cllr Davis. (Paper 8).

Under the Local Democracy, Economic Development and Construction Act 2009 parish and town councils were given the ability to confer the honour of Honorary freedom on to an individual. The Freedom of the Parish is the highest honour a Parish Council can give.

Under Section 249 (8) of Local Government Act 1972, a resolution must be passed a. at a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and b. by not less than two-thirds of the members of the relevant authority who vote on it.

All in favour of this proposal and the need to have a separate meeting and a scroll to present.

**23/132 Reports from representatives on Outside Bodies:** Receive reports, for information only.

Cllr Wragge said that the Gloucestershire Dementia Alliance were looking for overarching insurance for all the groups in the county.

Cllr Davis said that, Chaired by Cotswolds National Landscape, a new Local Visitor Economy Partnership has been formed. Cllr Davis will circulate information to councillors.

**23/133 Correspondence:** None

**23/134 Items to Note:** Matters for information only.

Cllr Hadley - Christmas tree, visit to the nursery on the 23rd of August to pick the Christmas tree.

Cllr Wragge - He attended digital training sessions in the Library using teenagers from the Secondary School as trainers. A national initiative that worked well.

**23/135 Date of Next Meeting:** 7pm on Wednesday 6th September 2023 in the Windrush Room, The George Moore Community Centre.

**Public Session:** Members of the Public were no longer present.

There being no further business the meeting closed at 21.22.