

Bourton-on-the-Water Parish Council

**Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 7th September 2022
in the Windrush Room at The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, M Macklin, B Sumner, L Wilkins, B Wragge.

In Attendance: Sharon Henley, Clerk, District Cllr Nick Maunder.

Members of Public: Jon Wareing, one representative from Gigaclear, two representatives from Bourton Library.

Public Session:

Police Report was read by the Chairman: The report covered 1st Aug-1st Sept and there were 46 recorded crimes. The next date for the Police Point was 15th Sept from 1-2pm.

County Cllr Paul Hodgkinson's report was read by the Chairman: Covid booster and flu jabs would be available this autumn for over 50s and those in more vulnerable groups. Flu jabs would also be available from local chemists.

There had been an on-line public consultation on GCC's new Road Safety Policy.

Cllr Hodgkinson was keen to hear residents' experiences of availability of NHS Dental treatment. Feedback had been requested from GCC Highways on the overall strategy for traffic and parking management in the village.

District Cllr Nick Maunder reported: CDC's on-line Tourism Levy consultation had been launched and was running until 18th Sept. Councillors raised concerns that no hard copies had been distributed and the parish council and VIC were distributing some hard copies to local organisations and venues. CDC were facilitating a meeting with stakeholders to discuss the coach park on 20th September.

22/126 Apologies for Absence: Cllrs N Randall and A Roberts. County Cllr P Hodgkinson, District Cllr R Keeling, S Cotton-Village Warden, PC Frank Ward and PCSO John Allen.

22/127 Declarations of interest in items on the agenda: Cllr Hadley declared an interest in 22/142 to consider a grant application from the VIC of which he was a director. Cllr Wilkins declared an interest in 22/147 which related to land outside his property.

Items 22/131 and 22/146 were discussed at this point in the meeting as representatives from the respective organisations were present and left the meeting following the discussions.

Item 22/147 was then discussed to ensure it was considered prior to 22/134(3).

22/128 Approval of Minutes of the Parish Council meeting on 2nd August 2022. APPROVED.

22/129 Matters arising: Cllr Davis advised in relation to Cllr Hodgkinson's report on the Rural Bus Service with passengers getting stuck between service providers. This was resolved as Pulhams had regained the contract.

22/130 Clerk's Report:

- CDC Town and Parish Forums would be on Wed Sept 28th at Moreton or Thurs Oct 6th at Cirencester from 18.00-19.30 hours. All councillors were invited.
- A Jubilee Memories Evening would be held on 8th Sept from 7-8pm, hosted by the Platinum Jubilee Working Group.
- The Chairman and Vice Chairman were to be invited to CDC's coach park meeting with stakeholders on 20th September. Cllr Davis requested that it is conveyed from BoWPC that without coach parking provision there are concerns that coaches will park on the industrial estate.
- The Environmental Action Working Group on Tuesday 20th Sept had been relocated to the Salmonsbury Room.
- GAPTC were hosting an on-line Councillors Networking session at 6pm on 22nd Sept with a road safety theme. Cllr Roberts to attend.
- GCC Highways advised that the bus shelter in Meadow Way would be relocated to near The Furrows in Station Road on 8th Sept.
- An emergency plumber had been required for Flat 2.

22/131 Presentation from Bourton Library and opportunity for councillors to provide input on service improvement. Two members of Library staff explained that a considerable amount of money was available from developers for the library to spend for the benefit of the community. However, this money must be used soon, and several ideas were put forward for discussion. It was agreed that the

suggestion of a sensory garden outside the Community Centre and alternative use of the Police Point room (when available) should be further discussed by the GMCC Committee.

22/132 Co-Option: To consider and vote on co-option of Mr Jon Wareing as a Parish Councillor. The Clerk read out guidance from GAPTC on the co-option process which was to be considered alongside the existing BoWPC Co-Option Policy. Following discussion, the Chairman welcomed Mr Wareing to the Parish Council and he signed the Declaration of Acceptance of Office, which was countersigned by the Clerk/Proper Officer. Councillor Wareing joined the table as a Parish Councillor. The Register of Interests form to be completed by Cllr Wareing and returned to the Clerk as soon as possible for onward.

It was agreed to review the Co-Option Policy at the October meeting to ensure it more closely reflected GAPTC's recent guidance.

22/133 Planning Committee:

1. The draft minutes of the Planning Committee on 17th August were noted.
2. Cllr Davis was thanked for her work on the response to the NALC Holiday Cottage consultation.

22/134 Village Environment Committee:

1. The draft minutes of the meeting held on 10th August were noted.
2. Grass cutting at St Lawrence Churchyard: The following requests from the PCC were considered in relation to the 2023-24 season onwards:
 - a. To continue to maintain the grass with volunteer help as per the previous agreement: It was noted that the agreement in May 2022 was for a donation to the PCC of £1,200 for the year to maintain the grass and councillors APPROVED for the arrangement to be ongoing.
 - b. The annual amount donated by BoWPC to be increased annually in line with the increase in the precept. As the amount had been increased in May 2022 from £500 to £1,200 it was agreed that the sum should be reviewed every two years, rather than annually. The Council to agree on the incremental rise at each review but this would not necessarily be in line with any increase in precept. The next review to take place in 2024.
3. Village Maintenance Contract 2023-26 (Papers 1a, b & c):
 - a. To approve specification, accompanying letter and village map: Cllr Davis proposed small amendments to descriptions of work in the draft contract and these were APPROVED. The Clerk explained that, following a discussion with GCC Highways on the current arrangements for cutting of grass verges, GCC proposed a formal agreement with BoWPC. The terms to be reviewed by VEC and additional wording to be included in the Village Maintenance Contract to inform those tendering. It was therefore agreed to DEFER a decision and review an updated draft at the October Council meeting.
 - b. To authorise the Clerk to advertise the tender for period of 30 days (deadline to be agreed), including on Contracts Finder website and through local press. DEFERRED.
4. Environmental Action Working Group: To approve Terms of Reference (Paper 2): Cllrs Davis and Wilkins proposed a series of small amendments, and with these amendments the document was APPROVED.
5. Moreton Show: It was noted that the Cemetery allotments had won second prize in the allotments competition.

22/135 Highways Committee:

1. The draft minutes of the meeting held on 8th August were noted.
2. It was noted that the next meeting date had been amended to 6pm on Monday 19th September.
3. Police Briefing on Fraud and Drug Awareness at 7pm on Thursday 6th Oct. This was primarily for the litter picking volunteers and councillors were invited to attend.

22/136 Youth & Well-being Committee:

1. The draft minutes of the meeting on 8th August were noted.
2. Remedial works at The Naight MUGA scheduled to start on 7th Sept: The Clerk to check the specification as it was noted that some of the panels had not been replaced. Other outstanding work by the contractor was warranty work, work on the track and mending the fence. Painting of old equipment had been started.
3. To note new Youth Club SLA with Inspire to Aspire from Sept 22-Mar 24. (Paper 3). The new SLA was agreed at a total cost of £14,741 and would run from September 2022 to March 2024 to mirror

the Parish Council's financial year. The Cricket Club SLA had been agreed and Cllr Hicks to request the Cricket Club's risk assessment.

22/137 GMCC Committee:

1. It was noted that the next meeting date was amended to 5pm on Monday 19th September.

22/138 Village Green Bookings: To consider a request from Sunflowers Suicide Charity for 1st to 8th July 2023 (Paper 4). The applicant was asked to reapply in February with clarification of their use of the Green. Cllr Hicks to liaise with the applicant.

22/139 Finance & General Purposes Committee:

1. The draft minutes of the Extraordinary Meeting on 10th August were noted.
2. To consider proposal to invest £50,000 of general reserves into a 1 year Business Savings Bond with Redwood Bank at a 2% interest rate (Paper 5). The bank were now offering an increased interest rate of 2.40% and Council APPROVED the proposal to open the account at this rate of interest.

22/140 Insurance Policy (Paper 6a, b, c & d): To review quotes and select a suitable provider for renewal on 1st October. Quotes were reviewed and the Clerk advised that BHIB still needed to confirm their final cost, although they expected it to be similar to the current quote. The Clerk was instructed to select BHIB with the Aviva Local Councils Policy at a maximum total cost of £21,000 over a 3 year Long Term Agreement.

22/141 Council updated policies (Papers 7a, b & c): The following draft documents were reviewed:

1. Equal Opportunities Policy: One amendment was proposed and with this amendment the document was APPROVED.
2. Grants Policy: The Clerk explained GAPTC's recent advice was that large grants should only be awarded during the financial year that the money was in the budget. The updated policy included a deadline of 20th March for large grants to be considered at the April meeting each year when the new budget was in place. The 20th August deadline for small grants would remain.
In addition, it was proposed to include a maximum amount for large grants of £5,000, a clause that organisations could only apply for one grant each financial year and that a bank account in the name of the organisation was required to receive a grant.
With the above amendments the policy was APPROVED.
The Clerk to update the application forms to specify that a breakdown of amounts requested was included with the application.
3. Winter Weather Policy: APPROVED.

22/142 Grant Applications: To consider and vote on applications submitted (Paper 8). Cllr Wareing declared an interest in the VIC application as Director and Cllrs Hadley and Wareing left the room during consideration of this grant and the meeting was chaired by Cllr Hicks. Cllr Davis declared a non pecuniary interest in Cotswold Friends as a volunteer. Small grants were agreed as per Appendix 1. As per the updated Grants Policy, it was agreed to hold over consideration of the Large Grants until April 2023.

The Clerk read out the GAPTC advice in relation to the large grant application from the Friends of Bourton School. Although BoWPC was able to exercise the General Power of Competence it was unable to provide grant funding where another council has a statutory duty to provide a service ie Gloucestershire County Council. This was because the grant related to items to alter the design and fabric of the school building so would be integral to the school's funding. The Clerk to advise the school accordingly.

22/143 Platinum Jubilee:

1. To review and approve final financial information and invoice (Paper 9). Cllr Wareing declared an interest and abstained as a member of the group. APPROVED.
2. To note the final figure for earmarked reserves for a permanent commemoration is £1,512.14. Noted.
3. To agree to accept the donation of the banner and store for future events. APPROVED.

22/144 Finance:

1. **AGAR & External Audit 2021-22** (Papers 10a, b & c):
 - a. To review and accept the External Auditor Report & Certificate 2021-22. The external auditor's report stated that "Section 1, Assertion 5 has been incorrectly completed. The smaller authority has confirmed that the general risk assessment review did not take place during 2021/22". The Clerk explained that Assertion 5 was in accordance with the Internal Auditor's

Report as the Internal Auditor considered that risk had been adequately managed. The External Auditor was referring to the General Risk Assessment document which had not been reviewed during the financial year. The report was accepted and APPROVED.

- b. To agree any actions arising from the report: The General Risk Assessment document had been reviewed this financial year and diarised for annual review by the Clerk.
- c. To authorise the Clerk to publish a Notice of Conclusion of Audit. APPROVED
2. AGAR & External Audit 2022-23: To review request from SAAA to consider opting out of using the appointed external auditor and to make local arrangements (Paper 11). Following discussion, Council did not wish to opt out.
3. To approve that payroll provider Imaginative Solutions re-enrols staff onto the pensions scheme as a three yearly legal requirement at an estimated cost of £90.00. APPROVED.
4. Consider and approve the schedule of payments up to 7th September 2022 (Paper 12a). All payments APPROVED. See list at Appendix 2.
5. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cllrs Hadley and Hicks to approve cheques and BACS payments.
6. The bank reconciliations dated 31st July and 31st August (Paper 12b & c), the Summary Report (Paper 12d), Financial Forecast to 7th September (Paper 12e) and Reserves Report (Paper 12f) were noted.

22/145 CDC Tourism Levy Consultation: It was noted this was running from 22nd Aug to 18th Sept.

22/146 Gigaclear: To consider proposal for new cabinet location (Papers 13a & b). The proposed location was the grass verge on Rissington Road, adjacent to Hilcote Drive. Gigaclear's Network Access Officer attended the meeting and explained that the location was chosen because of its distance away from residential properties in terms of any potential impact regarding noise, visual impact, property values, away from flood risk and a good HV connection. BoWPC confirmed that a Land Registry search had previously been undertaken and the area was unadopted, but the Parish Council maintain the grass. As the area was not under Parish Council ownership it could not grant permission for the cabinet, but no objections were raised, and approval was given to Gigaclear for further enquiries to go ahead with a request for further consultation throughout the process.

22/147 Land Transfer: To consider CDC proposal to transfer land at Rye Crescent play area and potential other land to Parish Council ownership (Paper 14a & b). Discussion took place on the areas annotated on the CDC map and other potential areas annotated by the Clerk. The Clerk was instructed to request that BoWPC request the land transfer only for the Rye Crescent play area and none of the other areas.

22/148 Bourton Browser article: To consider proposal to thank a parishioner for services to the village. The Clerk was requested to include a thank you for Carol Teece and her family who had worked hard on behalf of the village over a great number of years. Carol had now left the village and the Parish Council wished her well.

22/149 Reports from representatives on Outside Bodies:

Cllr Wragge attended the Victoria Hall meeting where concerns were raised about the condition of the roof. Cllr Wragge planned to write to the Co-Op to thank staff for excellent efforts with first aid.

22/150 Correspondence:

- Closure of coach park: Email from local business owner and email and meeting report from Bourton Business Network (Papers 15a, b & c). These were reviewed and noted.
- Email from Lacock Parish Council requesting advice on rubbish (Paper 16). The Clerk to advise that to manage matters in Bourton there has been an increase in the number and size of bins and frequency of deliveries and there were over 30 volunteer litter-pickers. However, the long-term solution was to try to change people's perception of rubbish with the trial of a zero waste statement and the Cotswold Cup scheme.
- Cotswolds National Landscape would be hosting an event on Thursday 15th September at Greystones to mark the opening of the Bourton Walks. Several councillors and the Clerk planned to attend.

22/151 Items to Note: Arrangements for a future event to be added to the October agenda.

22/152 Next Meeting: 7pm on Wednesday 5th October 2022 in the Windrush Room, The George Moore Community Centre.

Public Session: Cllr Maunder left the meeting at this point and no public were present.

22/153 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 items are confidential as they relate to commercial and domestic tenancies and personal information relating to a councillor. As such, the press and public are excluded from this part of the meeting. APPROVED

22/154 To receive an update from the Clerk on rent payments (Confidential Paper 17). The update was discussed and noted.

22/155 To agree terms for new lease on Flat 2. Terms discussed at the previous meeting had been agreed in principle with the tenant and the Clerk was instructed to arrange a new 12 month AST with the lettings agent.

22/156 To consider request from a councillor. (Confidential Paper 18). The request from Cllr Macklin was discussed and noted but NOT APPROVED.

There being no further business the meeting closed at 22.00 hours.

Appendix 1**Item 22/142 Small Grants Agreed for 2022-23**

Organisation	Request	Amount £
Baden-Powell Hall	Fire and health and safety work to be carried out in the building	£ 750.00
Bourton Cubs	To purchase replacement camping and cooking equipment for camping trips	£ 750.00
Bourton Information Centre	To help support the provision of the high-level information service provided to residents and non-residents	£ 1,000.00
Cotswold Friends	Community services for older people	£ 750.00
Cotswold Medical Practice	Contribution to the cost of running the Bourton Artlift group.	£ 1,000.00
Cotswold Riding Opportunities Project (CROP)	Two thirds contribution towards cost of running Saddle Club, a non-riding hands-on club for 6-11 year olds to teach the basics of pony care, one session per week in term time x 36 weeks.	£ 950.00
Cotswold Youth Theatre	To offer free year's membership to children who are PP and classed as disadvantaged by their school.	£ 750.00
Total		£ 5,950.00

Appendix 2
Item 22/144(4)

Approved Payments List September 2022							
Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount £	VAT £	Total £
<u>Cheques</u>							
300003 v. 307	27/08/2022	-	Sam's Trust	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
300004 v.308	27/08/2022		Sue Ryder	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
<u>BACS</u>	-	-					
259	04/08/2022		HMRC	Staff tax/NI - August	1,835.01	0.00	1,835.01
260	02/08/2022		Cllr Amanda Davis	Travel expenses - GAPTC AGM	35.10	0.00	35.10
261	29/07/2022	818517	Wicksteed	Paint	230.02	46.00	276.02
263	29/07/2022	818597	Wicksteed	Key & bolt	23.88	4.78	28.66
266	05/08/2022	241836	Kompan	Operational inspections of play equipment	300.00	60.00	360.00
268*	10/08/2022		Smiths	Boiler removal	1,588.79	317.76	1,906.55
270	15/08/2022	241970	Kompan	Rye Crescent play area remedial works	1,554.03	310.80	1,864.83
276*	11/08/2022	214914	Imaginative Solutions	New PC for Clerk	587.06	0.00	587.06
277	20/08/2022		James English	Window cleaning	165.00	0.00	165.00
278	20/08/2022	CIN101520	Bence	Gravel	41.50	8.30	49.80
280	30/08/2022	348696	Easy Internet Solutions	Internet hosting	69.99	14.00	83.99
281	31/08/2022	V179	Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
282	30/08/2022	2043	The Wright Signs	Signage for Birdland and Model Village (for reclaim)	375.00	75.00	450.00
283	07/06/1973	PI - 0014	David Perry	Play inspections	88.00	0.00	88.00
284	26/08/2022	9132534	Viking Direct	Stationery	31.62	6.32	37.94
285-6	30/08/2022	67	Pete Scarrott	Hanging baskets/ wall repair	900.00	0.00	900.00
290-3	01/09/2022		Peter Pulham	Litter picking	180.00	0.00	180.00
294	31/08/2022	9149484	Viking Direct	Stationery	23.95	4.79	28.74

295-7	27/08/2022	4	Sue Cretney	Reimbursement of Jubilee expenses (inc £250 donation to Bourton Cadets)	426.54	14.99	441.53
298	27/08/2022		The Cotswold School	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
299	27/08/2022		Bourton Primary Academy	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
300	27/08/2022		Sunflowers Suicide Support	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
301	27/08/2022		Headspace	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
302	27/08/2022		Bourton Brower	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
303	27/08/2022		Kate's Home Nursing	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
304	27/08/2022		Men in Sheds	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
305	27/08/2022		Bourton Brownies	Donation from Platinum Jubilee Celebrations	250.00	0.00	250.00
306	27/08/2022		Bourton Visitor Information Centre	Donation from Platinum Jubilee Celebrations	400.00	0.00	400.00
309	22/08/2022	H1AC94 A7FB	E-on	ANPR camera electricity	28.79	1.44	30.23
tbc	02/09/2022	INV-0799	Yates Plumbing	Water pressure issues in Flat 2	80.00	16.00	96.00
tbc	06/09/2022		Paul Honour Building Services	Fire stopping works at GMCC	880.00	38.00	918.00
Multipay Card							
264	05/08/2022	BK2069 55-1	SLCC	Clerk's training seminar	85.00	17.00	102.00
287	27/07/2022	07B160 30	Travis Perkins	Gravel	76.16	15.23	91.39
288	16/08/2022	026-511075 2-533153 4	Amazon	Speed reduction equipment	191.64	38.33	229.97
289	26/08/2022		Lloyds bank	Monthly multiplay fee	3.00	0.00	3.00
DDs							
262	15/08/2022	261749 6	Crown Gas & Power	Gas charges - 1st Floor	14.48	0.72	15.20
265	20/08/2022	PSI-067817 1	Grundon	Refuse collections	142.28	28.46	170.74

267	15/08/2022	260637 6	Crown Gas & Power	Gas charges - PC	7.98	0.40	8.38
269	25/08/2022	133059 7	Apogee (Directtec)	Photocopier support	88.35	17.67	106.02
279	04/08/2022		Cotswold District Council	Business rates	624.00	0.00	624.00
310	30/08/2022	748428 8	Castle Water	Water charges - Springvale	4.17	0.83	5.00
311	30/08/2022		Castle Water	Water charges - Piece Hedge	4.17	0.83	5.00
312	30/08/2022		Castle Water	Water charges - Cemetery Lane Allotments	48.85	0.00	48.85
313-4	06/07/2022	n/a	NEST Pension	Period end 31/8/2022	560.47	0.00	560.47
315	15/08/2022	269441 6	Smartest Energy	Electricity charges - June	441.67	88.63	530.30
316	15/08/2022	261749 5	Crown Gas & Power	Gas charges - The Cottage	10.49	0.52	11.01
tbc	15/09/2022	263367 3	Crown Gas & Power	Gas charges - First Floor Flats	19.05	0.95	20.00
317	27/07/2022	240027 87	TalkTalk	Landline & broadband 27th July - 25th Aug & line rental	52.90	10.58	63.48
Staff Wages							
271	23/09/2022		S Henley	Wages - Sept	DATA PROTECTION APPLIES		
273	23/09/2022		C Cooper	Wages - Sept			
272	23/09/2022		J Herbert	Wages - Sept			
274	23/09/2022		E Webb	Wages - Sept			
Totals					21,660.82	1,508.66	23,169.48

* paid between
meetings