

**Bourton-on-the-Water Parish Council**  
**Minutes of a meeting of the Parish Council held at 7pm on Wednesday 6<sup>th</sup> October 2021**  
**in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllrs R Hadley (Chairman), S Coventry, A Davis (from 7.15pm), L Hicks, M Macklin, N Randall, A Roberts, B Sumner, L Wilkins, and B Wragge.

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

**Members of Public:** One (public session, first item only).

**Public Session:**

The Chairman of Bourton Rovers Football Club spoke about the grant application at item 15. The aim of the project was to increase storage, particularly for the youth teams which now had nearly 200 members, in addition to the veterans and three senior teams. The total cost of the project to demolish the old concrete garage and provide a new metal structure to replace it was £10,480 of which 70% grant funding had been requested. Cllr Maunder advised that CDC were offering up to £10,000 for community projects via their crowd funding project. The Chairman confirmed that if the large grant was approved it would not be paid until the next financial year.

**Police Report:** The Chairman read the report from PC Richard Webb. Assaults, theft, arson, criminal damage for property and vehicles, drug possession and blackmail were all down as much as 75%. There had been an increase in assaults, including the recent incident at the Kingsbridge public house which was an isolated incident. Speeding by residents from surrounding villages was an issue. Theft was up, due to fuel, but burglary was down and the Police were holding an Op Switch event to help residents prepare for when the clocks go back. The Police actively patrol and have visibility in the general area on a daily basis.

**District Cllr Nick Maunder:** CDC were holding a budget consultation for councillors and members of public via an email link. Manor Field parking – the Parish Council requested CDC to ask the owner to complete a diary of use next year but the legal requirement to do this under Permitted Development Rights only applied to the 14 days that he had permission for. However, other evidence such as photos was still helpful for CDC. Cllr Maunder to follow-up on the expected date for removal of the concrete base and toilets.

Cllr Davis joined the meeting at this point.

Air quality surveillance for traffic pollutants had shown the village to be within statutory limits so no further investigations were planned. Cllr Maunder to provide information on dates the studies were conducted. A meeting had been held with the owner of the Chip Shed meeting to discuss litter and, although they did not wish to pay for collection from their own bin, they were willing to provide an option for paper wrapping.

**County Cllr Paul Hodgkinson.** The report was read by the Chairman. The latest Covid figures showed increasing cases in the Cotswolds following a fall in late September. The river pollution task group at GCC had met twice and taken evidence from WASP amongst others. Residents of the Meadow Way/Barnsley Way estate presented a petition calling for a weight limit on Meadow Way and a cut in the speed limit to 20mph as heavy traffic was causing shaking in nearby homes. GCC Highways responded that they would not introduce a weight limit but would speak to the haulage company concerned to try to cut the amount of HGVs using Meadow Way.

The traffic survey along Lansdowne had shown that approx twice as much traffic was using Station Road in the final week of the school holidays. Traffic using High Street was approx a third lower than Station Road and second survey results would be out shortly. The village event on 25/9 was a great success and Cllr Hodgkinson gave some money from the Covid recovery grant towards the event and it was covered on Cotswolds Radio. The Chairman thanked Cllr Hicks for her part in arranging the event.

**21/094 Apologies for absence:** Cllr P Millett. County Cllr P Hodgkinson, District Cllr Richard Keeling and PC Richie Webb.

**21/095 Declarations of interest in items on the agenda:** Cllr Hicks declared an interest and withdrew from voting on Kate's Home Nursing which was discussed in 21/113b confidential session.

**21/096 Approval of Draft Minutes:**

- a) Parish Council Meeting on 1<sup>st</sup> September 2021. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
- b) Extraordinary Parish Council Meeting on 23<sup>rd</sup> September 2021. Proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED.

**21/097 Matters arising:**

- a) With reference to minute 21/072 Cllr Davis noted that, although she had reported the internet connection in the GMCC to be unstable she had subsequently found it to be functioning adequately.

**21/098 Clerk's Report:**

- a) The Energy Audit of the Community Centre was completed on 4<sup>th</sup> October and a report to follow for the GMCC Committee.
- b) The new play equipment had an installation date starting Monday 18<sup>th</sup> October, a week later than originally scheduled.
- c) Treetech to complete the Tree Survey Thursday 7<sup>th</sup> October.
- d) The Assistant Clerk completed the SLCC's Cemetery Legal Compliance course in September.
- e) CDC's Town & Parish Council event at Moreton on Wednesday 20<sup>th</sup> October from 6-8.30pm. The clerk to book Cllrs Davis, Wragge and Wilkins.
- f) Grants: The Council had received £12,000 from GCC for the Digital Inclusion Grant and £1,200 from CDC for the Accessibility Audit. Also £2,750 from GCC from the Welcome Back Fund for the fencing at Periwinkle Bank and the Village Green fingerposts.
- g) A councillor Budget workshop would be held on Monday 11<sup>th</sup> October.
- h) The Clerk had booked annual leave w/c 25<sup>th</sup> October and the Assistant Clerk on 14<sup>th</sup> October.

**21/099 Planning Committee:**

- i) The Committee Chairman Cllr Davis presented a summary from the meeting on 8<sup>th</sup> September and Vice Chairman Cllr Hicks from the 22<sup>nd</sup> September meeting.

**21/100 Village Environment Committee:**

- a) The Committee Vice Chairman Cllr Roberts presented a summary from the meeting held on 8<sup>th</sup> September.
- b) BTAG Final Vision Statement (Paper 1): To review proposal by Cllr Hadley to adopt BTAG's statement. Following discussion Cllr Roberts proposed and Cllr Hicks seconded a resolution to reject the request to adopt the statement and this was unanimously APPROVED. Cllr Wilkins to feedback to the BTAG Group that councillors were unsure of the purpose of the Vision Statement.

**21/101 Highways Committee:**

- a) The Committee Chairman Cllr Roberts presented a summary from the meeting held on 22<sup>nd</sup> September. Following feedback from members of the public the Clerk to include in the Bourton Browser that the Rissington Road bollards had been funded by CDC. A query was raised on how to report incorrect parking and it was suggested that the Village Warden, who would start the following week, could liaise with motorists on this matter.

**21/102 Youth & Well-being Committee:**

- a) The Committee Chairman Cllr Hicks presented a short summary from the meeting held on 13<sup>th</sup> September. Cllr Davis confirmed the Accessibility Audit had a provisional date of 22<sup>nd</sup> October.
- b) Defibrillators Replacement Proposal (Paper 2): Cllr Davis advised that two units in the village were G3s which needed replacing as spare parts and consumables would only be available until 2022. CDC had confirmed that £625 was available per defibrillator from grant funding leaving a shortfall of £289 per unit making a total of £578. Cllr Davis was investigating whether monies from the Thriving Communities grant could be used. Cllr Davis proposed that if monies were not available from this grant then the Parish Council would fund the balance of £578. Seconded by Cllr Hicks and unanimously APPROVED.
- c) Thriving Community Grant (EMR balance £7,475): To consider using grant funding for the following items:
- i) Purchase of a gazebo to enable community liaison at village events at an approximate cost of £200 + VAT, proposed by Cllr Davis. This was to provide a facility for Dementia Friendly Bourton and other community organisations for displays on the Village Green. Cllr Davis proposed a figure up to a maximum of £500, seconded by Cllr Randall and unanimously APPROVED.
  - ii) Purchase of printer ink for use by Cllr Davis in connection with printing of leaflets, posters etc to support initiatives under projects supported by the grant at an approximate cost of £50 + VAT. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
- d) New Play Equipment Projects at The Naight and Melville. To consider the following proposals by Cllrs Hadley and Hicks to include additional items for installation during October:
- i) The Naight (Paper 3): To replace basketball backboards and install aluminium composite warning sign (both items highlighted in annual risk assessment) at a cost of £1,570.72 + freight + VAT. To be funded from General Reserves. Proposed by Cllr Hicks, seconded by Cllr Hadley and unanimously APPROVED.
  - ii) Melville (Paper 4): To install bowtop galvanised fencing and a self-closing single gate around new equipment at a total cost of £2,688.86 + VAT. To be funded by application to GCC's Build Back Better Grant Funding in collaboration with County Cllr Paul Hodgkinson. Proposed by Cllr Hadley, seconded by Cllr Hicks proposed and unanimously APPROVED.

The additional quote for The Naight had included groundworks and surfacing under the zip wire, fencing around the new equipment and two gates. Cllr Hicks had been promised an additional grant of £10,000 from a private benefactor to cover these, leaving a shortfall of approximately £4,312 net. Cllr Davis to check whether Thriving Communities grant could be used. Cllr Hadley proposed to seek grant funding to cover the shortfall so this equipment could be installed in with the existing project, seconded by Cllr Coventry and unanimously APPROVED. It was agreed to use General Reserves to cover the outstanding amount if all the grant funding was not available at present, proposed by Cllr Hadley, seconded by Cllr Wilkins and unanimously APPROVED.

**21/103 Community Centre Committee:** Council noted the updated Covid-19 risk assessment following updated guidance from GRCC (Paper 5). Cllr Sumner highlighted that the windows at the front of sunroom and library required replacement, to be discussed during the forthcoming Budget meetings.

**21/104 Village Green Bookings:** Cllr Hadley noted an application would be made for a duck race on the Saturday of the Platinum Jubilee weekend in June 2022.

**21/105 F&GP Committee:** No items.

**21/106 Personnel Sub-Committee:** To discuss a proposal by Cllrs Sumner, Randall and Hicks in accordance with Standing Order 7a to amend the Scheme of Delegation. Cllr Sumner proposed, Cllr Randall seconded and unanimously APPROVED. Personnel Sub-Committee to become a Staffing Committee reporting directly to Council, at the recommendation of GAPTC. The number of members to remain at four with a quorum of three and existing members to be retained to ensure continuity. Following discussion this was proposed by Cllr Sumner, seconded by Cllr Hicks and unanimously APPROVED.

**21/107 Remembrance Day Service:** To approve purchase of two wreaths from The British Legion at a cost of £125 (to include donation) to be funded by the Chairman's Allowance. Proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED.

**21/108 Finance:**

a) Bourton Rovers Football Club application for a large grant for £7,336 to demolish old concrete garage and provide a new metal structure to replace. The Club Chairman had presented information during the public session. Following discussion, Cllr Hicks proposed the full amount of grant was awarded, seconded by Cllr Hadley. Cllrs Sumner and Randall abstained and APPROVED by a majority vote. Cllr Sumner further proposed that, in addition to awarding the grant, the organisation were encouraged to investigate the CDC Crowdfunding available, as highlighted by Cllr Maunder. If this funding was available it could be used instead of Parish Council funding from the precept, and this was agreed.

b) Consider and approve the schedule of payments up to 6<sup>th</sup> October 2021 (Paper 6).

Payee	Item	Net amount £	VAT £	Total £	Power
<b>BACs</b>					
HMRC	Staff tax/NI	1,337.89	0.00	1,337.89	Local Government Act 1972 s.133
Wicksteed	Swing repairs	16.90	3.38	20.28	Open Spaces Act 1906 s.10(b)
Viking	Stationery	32.74	6.55	39.29	Local Government Act 1972 s.133
Greenfields Garden Services	Play equipment - Rye Crescent	776.00	155.20	931.20	Open Spaces Act 1906 s.10(b)
Gloucestershire Playing Fields Assoc	Annual subscription - 2020	50.00	0.00	50.00	Open Spaces Act 1906 s.10(b)
Toolstation	Tools	7.77	1.54	9.31	Local Government Act 1972 s.133
Citizens Advice - Stroud & Cotswold District	Grant	500.00	0.00	500.00	Local Government Act 1972 s.137
Sue Ryder Leckhampton Hospice	Grant - hospice care services	500.00	0.00	500.00	Local Government Act 1972 s.137
1st Bourton Rainbows	Grant - Programme resources	300.00	0.00	300.00	Local Government Act 1972 s.137
2nd Bourton Brownies	Grant - Equipment	200.00	0.00	200.00	Local Government Act 1972 s.137
Bourton & District U3A	Grant - Promotional materials	550.00	0.00	550.00	Local Government Act 1972 s.137
Bourton Vale Cricket Club	Grant - Contribution to new nets	1,000.00	0.00	1,000.00	Local Government Act 1972 s.137
Cotswold Friends	Grant - Community services for older people	1,000.00	0.00	1,000.00	Local Government Act 1972 s.137
North Cotswold Rotary	Grant - Drama workshop	250.00	0.00	250.00	Local Government Act 1972 s.137
Order of St John, Jubilee Lodge	Grant - Dementia equipment	1,000.00	0.00	1,000.00	Local Government Act 1972 s.137
Harrison, James & Hardie	Flat 2 lease renewal	175.00	35.00	210.00	Local Government Act 1972 s.133
Headspace	Large grant awarded for this financial year	2,000.00	0.00	2,000.00	Local Government Act 1972 s.137
David Perry	Playground Inspections 27th Aug - 24th Sept	88.00	0.00	88.00	LG(MP)A 1976 s.19(3)
Cotswold First Aid	Mental Health First Aid 4 Sept sessions.	1,028.00	0.00	1,028.00	Local Government Act 1972 s.137
GAPTC	Planning in Plain English Course for 4 cllrs	140.00	0.00	140.00	Local Government Act 1972 s. 111
Play Gloucestershire	Stepping Out Sessions x 3	573.00	0.00	573.00	Local Government Act 1972 s.137

Bibury	September grounds maintenance within the village	1,851.67	370.33	2,222.00	Open Spaces Act 1906 s. 9&10
Inspire to Aspire	Delivery of youth club sessions	683.54	136.71	820.25	Local Government Act 1972 s.137
Peter Scarrott	Maintenance - bench, drainage, play equipment & baskets	180.00	0.00	180.00	Open Spaces Act 1906 s. 9&10
Maydays	GMCC Cleaning - July-Sept	1,620.00	324.00	1,944.00	Local Government Act 1972 s.133
Peter Pulham	Maintenance/litter picking	305.00	0.00	305.00	Open Spaces Act 1906 s. 9&10
<b>Direct Debits</b>					
Lloyds Bank	Bank charges	14.14	0.00	14.14	Local Govt. Act 1972 s.111
Smartest Energy (Dual)	Electricity charges	441.67	88.33	530.00	Local Govt. Act 1972 s.133
Crown Gas & Power	Gas charges - Flats	11.72	0.59	12.31	Local Govt. Act 1972 s.133
Crown Gas & Power	Gas charges - The Cottage	6.35	0.32	6.67	Local Govt. Act 1972 s.133
Crown Gas & Power	Gas charges - PC	11.39	0.57	11.96	Local Govt. Act 1972 s.133
Grundon	Refuse collections	160.62	32.12	192.74	Local Govt. Act 1972 s.133
TalkTalk	Landline & broadband 26th July-24th Aug & line rental	57.00	11.40	68.40	Local Govt. Act 1972 s.111
Apogee (Directtec)	Photocopier support	82.55	16.51	99.06	Local Govt. Act 1972 s.111
NEST	Staff pensions - August	123.70	0.00	123.70	Local Govt. Act 1972 s.112(2)
Cotswold District Council	Business rates	624.00	0.00	624.00	Local Govt. Act 1972 s.133
Castle Water	Water charges - GMCC	68.77	0.00	68.77	Local Govt. Act 1972 s.133
TalkTalk	Landline & broadband 26th Aug-24th Sept & line rental	57.00	11.40	68.40	Local Govt. Act 1972 s. 111
<b>Staff Salaries</b>					
J Herbert	Wages - Oct				Local Govt. Act 1972 s.112(2)
E Webb	Wages - Oct				Local Govt. Act 1972 s.112(2)
C Cooper	Wages - Oct				Local Govt. Act 1972 s.112(2)
S Henley	Wages - Oct				Local Govt. Act 1972 s.112(2)
<b>Totals</b>		<b>22,614.84</b>	<b>1,193.95</b>	<b>23,808.79</b>	

The approval of payments was proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED.

c) Authorise cheques to be signed at the meeting and BACS payments to be ratified. It was agreed that Cllrs Hadley and Roberts would authorise on-line bank payments.

d) Note the bank reconciliation dated 29<sup>th</sup> July (Paper 7), the Summary Report dated 27<sup>th</sup> September (Paper 8) and the Financial Forecast dated 30<sup>th</sup> September (Paper 9). These were noted. Cllr Hicks left the meeting at this point.

**21/109 Reports from representatives on Outside Bodies:** Cllr Davis had attended the Gloucestershire Market Towns Forum. Cotswold National Landscape had £1m available in DEFRA grants and town and parish councils were eligible to apply as landowners. The Clerk to check if any tree work could be completed using this grant funding.

Cllr Hicks re-joined the meeting.

**21/110 Correspondence:** A member of public wrote asking the Parish Council to support the Farmers' Market and whether it could be held on the Village Green. The Clerk to was asked to reassure of the PC's support but the Village Green was not thought to be a suitable location. Also to suggest that contact is made to GCC Highways to request use of the parking bays in the High Street or Victoria Street.

**21/111 Any Other Business:** Cllr Wragge noted that Dementia Friendly Bourton would be on Cotswold Radio on Sunday 11<sup>th</sup> November.

**21/112 Next Meeting:** To be held on Wednesday 3<sup>rd</sup> November 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were none present.

District Cllr Nick Maunder advised that funding had been received from Cotswold National Landscape to develop two walks around Bourton, one fully accessible to encourage people out of the centre of the village. He would like to involve the Parish Council in planning the walks, to be completed by March 2022. Cllr Maunder left the meeting.

**21/113 Confidential Session:**

a) **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 leases and staffing matters. As such, the press and public are excluded from this part of the meeting.** Proposed by Cllr Hadley, seconded by Cllr Coventry and unanimously APPROVED.

b) **Commercial Leases:** To review recommendations from Tayler & Fletcher on rents and licences (Confidential Paper 11) and agree further actions. Cllr Sumner ran through recommendations on rental values, deposits and lease terms for each property requiring a new lease. These were agreed by Council as per the recommendations on the paper. The paper further outlined a recommendation from Tayler & Fletcher and Kendall and Davies to move to issuing licences rather than leases for the individual rooms in the Centre, to reduce administration and legal fees. It was

agreed to ask Kendall and Davies to draw up a template licence at a cost of £600 to use for those tenants whose room leases had not already been drafted. A new licence would be charged at £300 with 50% of the cost to be charged to any new tenants or subsequent renewals.

It was agreed that any new tenants should be asked for a 3 month deposit but existing deposits should remain as held.

- c) Parish Clerk's end of probationary period:** To review recommendations from the Personnel Sub-Committee and F&GP Committee and agree further actions.  
Cllr Davis abstained and left the meeting. The Chairman outlined the recommendations from both meetings which were:
1. The Clerk should pass her probationary period and be confirmed in post. Cllr Hadley proposed, Cllr Macklin seconded and this was unanimously APPROVED by those present.
  2. As per the terms and conditions of her offer of employment, a salary increase of one point to SCP33(LC3) to be applied as from 1<sup>st</sup> October. Cllr Hadley proposed, Cllr Roberts seconded and unanimously APPROVED by those present.

There being no further business the meeting closed at 21.27 hours.