

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 5th October 2022

in the Windrush Room at The George Moore Community Centre

Those Present: Cllr R Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, N Randall, A Roberts, B Sumner, J Wareing, L Wilkins, B Wragge

In Attendance: Jo Herbert, Assistant Clerk, County Cllr P Hodgkinson

Members of Public: None

Public Session

A Police report was made available on the Parish Council's website and was summarised by the Chairman. County Cllr Paul Hodgkinson reported on the availability of Covid and flu vaccinations, the difficulties in registering with NHS dentists across the county, problems with inconsiderate parking in Roman Way, the introduction of EV charging points and a meeting with the area highways manager about traffic flow. District Cllr Nick Maunders' report was read by the Chairman: A follow up meeting would be arranged with Bourton Vale Parking Ltd and stakeholders to discuss alternative arrangements for coach parking following the proposed closure of the existing coach park. The results of the Tourist Levy consultation would be discussed with the Parish Council as soon as they were available prior to a final decision being made.

22/160 Apologies for Absence: Cllr M Macklin, District Cllr N Maunders (CDC Extra meeting), Steve Cotton, Village Warden.

22/161 Declarations of interest in items on the agenda. There were none.

22/162 Approval of Minutes:

1. Parish Council meeting on 7th September 2022. APPROVED.
2. Extraordinary Parish Council meeting on 26th September 2022. APPROVED.

22/163 Matters arising:

1. Gigaclear: It was confirmed that any enquiries regarding the proposed installation of a Gigaclear box on land adjacent to Hilcote Drive to go directly to Gigaclear who are making further enquiries on the suitability of the location.

22/164 Clerk's Report:

1. The tenant for Room 1 has confirmed that they would like to go ahead with renewal of the licence. The Clerk to arrange at the rental discussed and has arranged for 50% of the solicitor's fee to be recharged to the tenant, as agreed.
2. Insurance: Following the Extraordinary Meeting BHIB were appointed from 1st October. In response to advising BHIB about the village green's proximity to the river they responded that riparian ownership is considered to be a standard activity for a local council. The clerk confirmed that GCC is responsible for maintenance of the bridges.
3. Notification received of a second precept payment of £44,384.00.
4. CNL Bourton Walks event revised date of 20th October.
5. Grants: Thank you emails were received from CROP, VIC, Cotswold Friends and 1st Bourton Scouts.
6. Emergency Councillors' Networking on the Food & Fuel Crisis takes place on 12 October at 6pm, virtually by GAPTC (details circulated by email).
7. The Clerk has booked w/c 24th October as annual leave.
8. Committee chairmen were reminded only items requiring Council consideration should be discussed at the Council meeting.
9. The installation of the new office Sharp printer/photocopier had been scheduled for tomorrow. The Chairman reminded councillors to read the SLCC documents saved in Dropbox under Clerk's Report as this contained useful information for all councillors.

22/165 Planning Committee:

1. It was noted that the meeting on 14th September was cancelled and the draft minutes of the meeting held on 28th September were also noted.

22/166 Village Environment Committee:

1. The draft minutes of the meeting held on 28th September were noted.
2. GCC Highways Grass Verge Cutting Agreement (Papers 1a & b): Resolution to enter into a formal agreement with GCC, for inclusion in the Grounds Maintenance Contract. It was noted that the final draft document would be subject to Council approval when available.

3. Village Maintenance Contract 2023-26 (Papers 2a, b & c):
 - a. To approve final specification, accompanying letter and village map: with the removal of the Hilcote Drive area and two minor amendments from Cllrs Roberts and Davis the documents were APPROVED.
 - b. To authorise the Clerk to advertise the tender for period of 30 days: It was confirmed that this would be advertised on Contracts Finder website and in the Cotswold Journal. APPROVED.
4. Costs for Complete Weed Control to treat the Japanese Knotweed at The Naight had been approved by VEC. The Clerk to add funding to next year's draft budget for further treatments, as per the quote.
5. It was agreed that no meeting would be held in October due to staff and councillor absence.

22/167 Highways Committee: It was noted that the meeting on 19th September was cancelled.

Cllr Roberts confirmed that a new speed gun had been purchased and new volunteers would need to be recruited to carry out checks regularly. It was reported that meetings had been held with the Area Highways Manager and that concerns about the lack of emergency access during the current road closures in the village centre would be raised by him.

22/168 Youth & Well-being Committee:

1. It was noted that the meeting on 12th September was cancelled.
2. Update on remedial works at The Naight MUGA: It was reported that today's works had been rained off so would be completed tomorrow. The work to repair the track would be completed at a later date.

22/169 GMCC Committee:

1. To discuss/vote on any issues raised at the meeting on 26th September. It was reported that no progress had been made on title deed and that new room hire rates had been agreed. It was agreed that, with Council's support, the library should liaise with the police regarding shared use of their accommodation.
2. Flagpole: (Paper 3) To review quote and plans to erect a flagpole and flag outside the Centre. No paper was received so this item was DEFERRED.
3. Co-Option of new committee member: It was agreed that Cllr Hicks would join the committee during the temporary absence of Cllr Macklin.

22/170 Finance & General Purposes Committee:

1. Redwood Bank application for a 1 year Business Savings Bond: To agree four authorised account users and complete the application document. It was agreed that two officers and two councillors, Cllrs Hicks and Davis, should be on the application so the office can administrate the account as long as Council's Financial Regulations permitted this. If not, then the existing four councillor signatories would be used.

22/171 Policies & documents: To review the following updated draft documents: These were APPROVED with one minor amendment to Paper 4a.

1. ANPR Policy & accompanying documents (Papers 4a, b & c)
2. Publication Scheme (Paper 5)
3. Procurement Schedule (Paper 6)

22/172 Finance:

1. Consider and approve the schedule of payments up to 5th October 2022 (Paper 7a). All payments APPROVED. See Appendix 1.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cllrs Hadley and Roberts to approved BACS payments online.
3. The bank reconciliation dated 30th September (Paper 7b), the Summary Report (Paper 7c), Financial Forecast to 5th October (7d), Reserves Report (Paper 7e) and Q2 VAT Return (Paper 7f) were noted.

22/173 Insurance reinstatement cost assessment for GMCC (Paper 8): To review and agree actions required. It was noted that the figure provided by Barrett Corp Harrington is £4,522,000 ex VAT which is lower than the amount shown on the July 2022 Asset Register of £5,267,358.75 (ex VAT). It was agreed that this document would be updated and Council's insurers, BHIB, would be informed of the updated valuation. The Clerk was instructed to confirm if this would result in a reduction in the premium paid.

22/174 Land Transfer: To consider CDC's further response on proposed transfer of areas at Rye Close and Rye Crescent (Paper 9): The Clerk was instructed to confirm that Council only wished to transfer the play area on its own but would consider the transfer of the other areas being offered if a commuted sum for their maintenance could be agreed.

22/175 Remembrance Day:

1. To authorise the Clerk to purchase wreaths from RBL and agree a donation figure: A figure of £125 was APPROVED for the purchase of one wreath for Council and one for Youth Club.
2. To discuss any further arrangements required: The Clerk was requested to inform the local branch of the Royal British Legion that Council gives its APPROVAL for their organisation of the village event on Remembrance Sunday. The Chairman would be giving a reading so Cllr Hicks agreed to lay the Council wreath and would arrange for a youth club member to lay the other wreath.

22/176 Training: To approve Cllr Hicks' attendance at the following:

1. GAPTC Chairmanship Skills (online) 28th November at £35 + VAT. APPROVED
2. GAPTC Youth Councils & Youth Provision (online) 29th November – no charge. APPROVED

22/177 Bourton Business Network Annual Business Survey (Paper 10): The survey was noted and it was requested that next year's survey could include questions relating to accessibility issues.

22/178 Cost of Living Crisis: CDC's Information Gathering Exercise – to collate information for submission and nominate a councillor to respond (Papers 11a & b): Cllr Davis proposed that Council confirmed its approach to the crisis and it was APPROVED that a register would be compiled to signpost residents to any relevant support that is available. This was to be added to the next Youth & Wellbeing Committee agenda.

22/179 Provision of Warm Spaces: To become aware of government policy on provision of Warm Spaces. The Clerk was requested to obtain the relevant legislation so that this could be discussed further.

22/180 Extraordinary Parish Council meeting to discuss 2023-24 Budget: To agree a new date following cancellation of September meeting. It was agreed that this would be held at 6pm on Thursday 3rd November.

22/181 Staffing Committee: Following the cancellation of the October meeting it was agreed that the next meeting would be held at 4pm on Thursday 10th November.

22/182 Reports from representatives on Outside Bodies: Cllr Davis shared updates from GAPTC, GMTF and CNL. It was agreed that Council would discuss ways to generate interest to fill councillor vacancies ahead of the May elections at the November meeting. Cllr Wragge gave a brief update from the dementia friendly group.

22/183 Correspondence:

1. Email from resident on public safety in the village (Paper 12). The Clerk was instructed to respond to explain that Council has no legal powers to fund policing and it had not been made aware of this being a problem.

22/184 Items to Note:

The Chairman reported that he had attended the formal opening of Seasalt and a meeting about the litter bins. Cllr Hicks shared details of how two grant payments had been spent. Cllr Davis requested Council formally recorded the death of Queen Elizabeth II and the proclamation of King Charles III. Cllr Wilkins reported issues with moving the bus stop during the High Street road closure.

22/185 Next Meeting: 7pm on Wednesday 2nd November 2022 in the Windrush Room, The George Moore Community Centre.

Public Session: There were none present.

22/186 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 tenancies and other matters. As such, the press and public are excluded from this part of the meeting. APPROVED

22/187 To receive an update from the Clerk on rent payments (Confidential Paper 13). The update was discussed and noted.

22/188 To retrospectively agree arrangements made for events in September and any lessons learnt. Events were discussed and Council staff were thanked for making arrangements at short notice. Cllr Davis recommended becoming a member of National Association of Civic Officers (NACO) as there was no charge and a range of useful information was available.

There being no further business the meeting closed at 20:45 hours.

Appendix 1

Payments List - Council Meeting 5th October 2022							
Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total
<u>Cheques</u>	-	-					
<u>BACS</u>	-	-					
275	04-09-22		HMRC	Staff tax/NI - September	1,835.01	0.00	1,835.01
321*	19-08-22	214917	Imaginative Solutions	Set-up of Clerk's PC	270.00	0.00	270.00
322	08-09-22	INVESTO207900	PTSG	Repairs to Lightning Protection System	1,846.80	369.36	2,216.16
323*	30-08-22	92	Inspire to Aspire	Youth Club Supervision	683.54	136.71	820.25
330*	08-09-22	214922	Imaginative Solutions	Microsoft account for Councillor Wareing	37.80	0.00	37.80
337	14-09-22	9226479	Viking	Kitchen cleaning supplies	52.14	10.43	62.57
338	16-09-22	5042	Harrison, James & Hardie	Price increase renewal	175.00	35.00	210.00
339	07-09-22		Baden Powell Hall	Grant - fire and safety work	750.00	0.00	750.00
340	07-09-22		1st Bourton Scout Group	Grant - adventure activities	750.00	0.00	750.00
341	07-09-22		Bourton Visitor Information Centre	Grant - visitor information	1,000.00	0.00	1,000.00
342	07-09-22		Cotswold Friends	Grant - community services for older people	750.00	0.00	750.00
343	07-09-22		Cotswold Medical Practice	Grant - Artilift Group	1,000.00	0.00	1,000.00
344	07-09-22		Cotswold Riding Opportunities Group	Grant - Saddle Club	950.00	0.00	950.00
345	07-09-22		Cotswold Youth Theatre	Grant - support to pupil premium children	750.00	0.00	750.00
346	18-09-22	IN04782927	Npower	ANPR camera electricity - Dec 21 - Mar 22	79.94	4.00	83.94
347	30-09-22	V205	Bibury	Grounds maintenance	1,851.67	370.33	2,222.00
348	25-09-22	PI 0015	David Perry	Play area inspections	88.00	0.00	88.00
355	26-09-22		Sharon Henley	Mileage for training seminar	41.40	0.00	41.40
363	29-09-22	LCO02761-693047	BHIB	Insurance Policy Premium from 1st Oct 2022	8,286.75	0.00	8,286.75
364	27-09-22	819312	Wicksteed	Pentagon key	30.50	6.10	36.60
365	29-09-22		GM Decorating Services Ltd	Painting work at St Lawrence's Church	95.00	0.00	95.00
366	30-09-22	Inv 0102	Inspire to Aspire	Youth Club Supervision	821.43	164.29	985.72
367-371	28-09-22		Peter Pulham	Litter picking	190.00	0.00	190.00
372	27-09-22		Cllr Amanda Davis	Mileage to attend Proclamation at Cirencester	16.65	0.00	16.65
373	30/9/22	SI-251	Play Gloucestershire	Play sessions at Melville	3,036.50	0.00	3,036.50
374	02-10-22	70	Pete Scarrott	Drains clearance	120.00	0.00	120.00
378	02-10-22	1	David Ashton	Weed control at Naight	375.00	75.00	450.00
379	27-09-22	PSI0011333	Barrett Corp & Harrington Ltd	GMCC Reinstatement Cost Assessment	700.00	140.00	840.00
<u>Multipay Card</u>							
356	06-09-22	672328	Amazon	Algae remover	19.17	3.83	23.00

357	11-09-22		Mid-counties Co-op	Flowers and refreshments for Proclamation	23.42	4.68	28.10
358	13-09-22		Forget Me Nots	Flowers - Queen Elizabeth	30.00	0.00	30.00
359	13-09-22	194566	Strictly Tables & Chairs	Plywood table foot	9.95	1.99	11.94
360	20-09-22		Mid-counties Co-op	Kitchen supplies	4.77	0.00	4.77
361	09-09-22	GB25LZDJQAEUI	Amazon	Frame for picture of Queen Elizabeth	6.24	1.25	7.49
362	26-09-22		Lloyds bank	Monthly multipay fee	3.00	0.00	3.00
DDs	-	-					
319-20	06-08-22	n/a	NEST Pension	Period end 30/9/2022	560.47	0.00	560.47
327	15-09-22	2640327	Crown Gas & Power	Gas charges - PC	7.98	0.40	8.38
328	15-09-22	2723420	Smartest Energy	Electricity charges - Aug	424.00	106.00	530.00
329	20-08-22	PSI-0685980	Grundon	Refuse collections	174.44	34.89	209.33
331	12-09-22	34431682	Initial	Toilet consumables	154.96	31.00	185.96
332	15-09-22	1337687	Apogee (Directtec)	Photocopier support	88.35	17.67	106.02
349	30-09-22		Unity Trust Bank	Bank charges - cash & cheque 4th June - 3rd Sept	8.30	0.00	8.30
350	05-09-22		Cotswold District Council	Business rates	624.00	0.00	624.00
351	05-09-22		Castle Water	Water charges - GMCC	149.72	0.00	149.72
352	28-09-22		Castle Water	Water charges - Piece Hedge	4.17	0.83	5.00
353	28-09-22		Castle Water	Water charges - Springvale	4.17	0.83	5.00
354	28-09-22		Castle Water	Water charges - Cemetery Lane Allotments	48.85	0.00	48.85
375	30-09-22	10	Unity Trust Bank	Bank charges transactions 4th June - 3rd Sept	50.40	0.00	50.40
376	15-09-22	2633672	Crown Gas & Power	Gas charges - The Cottage	5.02	0.25	5.27
Staff Wages - separate online payments list (paid on 23rd)							
333	21-10-22		S Henley	Wages - Oct			
334	21-10-22		C Cooper	Wages - Oct			
335	21-10-22		J Herbert	Wages - Oct			
336	21-10-22		E Webb	Wages - Oct			
Totals					34,074.92	1,514.84	35,589.76
* paid between meetings							
Power to Spend is General Power of Competence in all cases.							