

Bourton-on-the-Water Parish Council

**Minutes of a Meeting of the Parish Council held at 7.00pm held on Monday 8th January 2024
in the Windrush Room at The George Moore Community Centre**

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

In Attendance: Sharon Henley, Clerk. County Cllr P Hodgkinson.

Members of Public: 4

Public Session:

A resident of Roman Way reported flooding of sewage on Station Road due to the liner of the main having collapsed. This caused a backup of sewage up Station Road impacting on his and his neighbour's property. He thanked County Cllr Hodgkinson and Cllrs Davis and Roberts for their help in liaising with Thames Water. Thames Water were awaiting permission to close the road to repair the collapsed drain. He questioned the potential effect on the sewerage infrastructure when the houses were built on the old Co-Op site. County Cllr Hodgkinson was liaising with Thames Water. The Clerk confirmed that Thames Water planned a presentation at the February Parish Council Meeting and would check whether this would include information about sewerage as well as water.

A resident spoke about coach parking and requested an amendment to the minutes to reflect his comments at the 18th December Extraordinary Meeting (as per item 23/443). He expressed concerns about proposals raised at the Extraordinary meeting, particularly in connection with use of the school premises for coach drop-offs and urged the Parish Council to set a cut-off date for coach parking discussions.

Another resident and member of Bourton Business Network spoke about coach parking and highlighted that the land at the industrial estate was only available for one year for coach parking. Businesses needed agreement to go forward with this plan.

The Police report was read out by the Chairman.

There were 15 recorded crimes between 3rd December and 3rd January and residents were urged to secure their homes against burglaries. The next Police Point would be at the George Moore Community Centre between 10 and 11am on Thursday 1st February 2024. The mobile police station would be at the Co-Op on the 13th January between 10 am and 2pm. The Police had assisted when trees blew down in recent storms and visited the Cotswold School to offer advice to pupils and teachers on a drink/drug driving operation, 'Op Restraint'.

County Councillor P Hodgkinson

The Parish Council was reminded that there was still £10,000 in the Local Highway budget for a TRO for parking and a bus stop. He was meeting with the GCC Highways Deputy Area Manager and would request that they met with the Parish Council's Highways Committee to progress matters.

A 5% Council Tax rise had been proposed by GCC and was likely to be accepted. Some Build Back Better grant funding was still available. Cllrs Hicks and Launchbury confirmed that an application for play equipment was being submitted.

Cllr Hodgkinson looked forward to meeting the school on the 9th of January to scope out any possibilities for coach pick-up or drop-off in the turning circle but this would need to be safe for passengers and pupils. Cllr Roberts confirmed that a meeting with CDC was to be arranged pending the outcome of that meeting.

Cllr Hodgkinson left the meeting following his report.

District Cllr L Wilkins (Bourton Vale)

A consultant's report was produced on Publica outsourcing and Council will be asked to approve recommendations on a transition plan and financial implications.

A new Parking Strategy was being introduced and Cllr Wilkins highlighted that CDC had statutory responsibility for car but not coach parking. A new Play Pitches strategy was also being introduced. The 2024-25 Budget was to be discussed at the CDC's full Council meeting in February.

In April 2023 CDC only just met the government's time constraints for processing Planning applications which put them at risk of being put into special measures. Planning fees for householder development rose by 25% and commercial applications by 35%, to be reviewed annually.

Capital grants were available up to £10k for village halls and community buildings. The review of Polling Districts and Stations had been brought forward. A Blockley resident had been prosecuted for felling apple trees in the Conservation Area without permission.

District Cllr J Wareing (Bourton Village)

The Overview and Scrutiny Committee received over 500 comments on the recent budget consultation. Some of these comments had been about coach parking in Bourton.

23/441 Apologies for absence: To approve apologies from Cllrs J Jowitt and M Macklin. Both were APPROVED. Apologies were also received from S Cotton, Village Warden and PCSOs J Allen and K Graham.

23/442 Declarations of Interest. Cllrs M Samuel and S Tapper declared a pecuniary interest in coach parking as business owners, as discussed at item 23/455.

23/443 Approval of the draft minutes

1. 6th December Parish Council Meeting. APPROVED.
2. 18th December Extraordinary Parish Council Meeting. The following two amendments were proposed –
Public Session (paragraph 8) to amend *“in relation to CDC’s planning application for coaches at the Rissington Road car park. The application was turned down due to road, width, access and concerns about coaches at Post Office corner”* to *“in relation to CDC’s pre-planning application for coaches at the Rissington Road car park. The application was not progressed due to road width, access.....”*.
Public Session (paragraph 9) to amend *“A resident called for a balance of interests between the resident and business communities..”* to *“resident and tourist/business communities”*.
The draft minutes were APPROVED with the above two amendments.

23/444 Matters Arising: There were none.

23/445 Clerk’s Report:

1. The Clerk achieved the SLCC’s FILCA (Financial Introduction to Local Council Administration) qualification.
2. Clerk’s delegated authority was used to approve £125 of additional guttering works at the GMCC when JM Roofing Contractors attended site on 18th December. This was noted.
3. Work had started at the Jubilee Garden of Remembrance to weed, clear and replant as required. Cllr Davis thanked the resident who had assisted with grass clearance during the summer.
4. Treetech carried out works to trees on the Village Green on 5th January. There would be work to a tree at Piece Hedge allotments on 8th Feb, the weeping willow on the Village Green on 9th Feb and the Tree Survey w/c 22nd April.
5. Annual Parish Council Action Plan – Committee Chairmen were reminded to submit a statement to the Clerk on their respective budgets for 2024-25 for approval at the February meeting.

23/446 Planning Committee:

1. To discuss/vote on any issues raised at the meetings held on 13th December. The meeting scheduled for 10th January was postponed and would be reconvened at 6pm on Wednesday 24th January.

23/447 Village Environment Committee

1. No meeting was held in December. The next meeting would be on 10th January.

23/448 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised at the meeting held on 11th December. Cllr Launchbury noted that there was one proposal for a new Youth Club provider, to be discussed by the Committee.

23/449 GMCC Committee

1. No meeting was held in December. The next meeting would be on 25th January.
2. Supporting paper for proposed back-up generator project by Cllr Hadley (Paper 1): To review reasons to implement the project using the SSEN Resilient Communities Fund and matching funding and agree further actions. Council reviewed the cost/benefit analysis. It was noted that there was no back-up generator at the doctor’s surgery and that the Community Centre was classed as a ‘place of safety’ on the Emergency Plan. The Clerk to check whether the Physiotherapy Department had this equipment. Cllr Davis to provide details of the Emergency Planning team who may be able to offer advice. The Clerk to clarify the timescale on the grant offer. Cllr Hadley to continue investigations into the proposals and the GMCC Committee agree a final recommendation for full Council at their meeting on 25th January.

23/450 Highways Committee

1. No meeting was held in December. The next meeting will be on 15th January.

2. Surfacing works to Periwinkle Bank Footpath: To note additional costs from GCC of £445 for footpath closure application and notice and agree budgetary provision. The contractor will complete the work in the near future. Cllr Roberts to check with GCC Highways and ROW Officer whether the Council is required to pay a fee for closure as this footpath is under the Parish Council's ownership. If a fee is due, Council APPROVED to fund the £445 from the Footpaths budget code 11010.

23/451 Governance & Policy documents: The following were reviewed:

1. Expenses Policy (Paper 2a). Two yearly update, APPROVED.
2. Procurement Schedule (Paper 2b). Annual update, APPROVED.
3. Code of Conduct (Paper 2c). DEFERRED. The Clerk to check information required at Appendices A & B.
4. Standing Orders (Paper 2d). Updated to match the Code of Conduct. APPROVED.

23/452 Tourist Levy:

1. To note CDC response to request for funding for parking enforcement additional hours and agree any budget adjustments required. CDC advised that a lower amount of money than expected would be available from 2023-24 due to an error in their financial projections. Therefore, no monies could be approved for the additional parking hours which the Council considered were important. The situation had changed since the project to install planters and seating in front of The Willows had been decided. It was agreed to discuss change of use of Tourist Levy funds with CDC and District Cllrs Wareing and Wilkins to speak to CDC Cllr Every. A meeting to also be held with the relevant CDC officer, the Clerk and Parish Councillors at 5pm on Thursday 25th January.
2. To review current information on project funding and agree any amendments required to spreadsheet (Paper 3). The spreadsheet to be reviewed following the above funding reviews with CDC.

23/453 Finance

1. To consider and approve the schedule of payments up to 8th January 2024 (Paper 4a). Please see Appendix 1. APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllrs Roberts and Hadley to authorise BACS payments.
3. To note the bank reconciliation dated 31st December (Paper 4b), the Summary Report (Paper 4c), Financial Forecast to 8th January (Paper 4d), Reserves Report (Paper 4e) Q3 VAT Return (4f(i)). These were noted and the Clerk reported the VAT return showed a sum of £1,010.65 to be paid to HMRC for Oct-Dec 2023.
4. Scribe Costs (Paper 4f):
 - (a) To note response from Scribe on request for fixed costs over 5 years and approve acceptance of terms. Scribe offered to keep costs the same for five years, which included a 20% discount if paid by direct debit. Total costs for Scribe Account £518.40 + VAT, Cemetery £449.28 + VAT, Allotments £336 + VAT per annum. Set up of five year agreement with a direct debit was APPROVED.
 - (b) To authorise revised costs to be included in the 2024-25 budget. APPROVED.
5. Budget 2024-25 (Paper 4g): To approve draft document or agree final amendments. DEFERRED. Councillors were unable to approve the budget until the funding of the additional parking enforcement hours had been discussed with CDC as per item 23/452. It was agreed to hold an Extraordinary Parish Council meeting at 7pm on Monday 29th January 2024 in the Windrush Room at the George Moore Community Centre to approve the Budget and Precept.
6. Precept 2024-25 (Paper 4h): To agree figure for submission to CDC, based on budget agreed at item 5 above. DEFERRED as per (5) above.

23/454 Village Green Hire: To approve any requests received. None received and a schedule to be included at the February meeting.

23/455 Coach Parking, pick-up and drop-off: Cllrs Samuel and Tapper left the meeting during this item following their declaration of pecuniary interests.

1. To receive an update on actions following the 18th December Extraordinary Meeting and agree any further actions required. As agreed, a meeting had been arranged with the Cotswold School to discuss a possible coach drop-off/pick-up at the turning circle with a view to parking on the industrial estate, as funded by the local businesses for one year. Depending on the outcome of this meeting, a meeting may then be arranged with CDC to progress matters.
It was noted that the Cotswold Journal had requested an update on coach parking.

2. To approve a Parish Council Position Statement on Coach Parking, proposed by Cllr Wilkins (Paper 5). The following statement was APPROVED for publication on the website, social media, the press and noticeboards:

Regretfully there is now no dedicated parking for coaches in the village. The Parish Council has spent many hours in discussions with Cotswold District Council, Gloucestershire Highways, the Police and local businesses without reaching a solution that balances the needs of our residents, businesses and visitors.

The Parish Council's influence over this situation is very limited in that the Rissington Road Car Park is the property of the Cotswold District Council, the Station Road Car Park is the property of Bourton Vale Car Parking, whilst Gloucestershire Highways is responsible for keeping the roads and footpaths safe to use and for administering highway legislation (this includes on-street parking, yellow lining and traffic restrictions and signage).

The Parish Council has no direct influence over these organisations other than asking them to consider or reconsider their positions in trying to find a solution. Parish Council funds are limited and if any money was spent on trying to solve or reduce the coach parking problem, it would come from residents' precept and would trigger an increase in the Council Tax paid to the Parish Council.

We are continuing to discuss possible solutions with all parties to find a solution that meets the needs and satisfaction of the community as a whole, where the health and safety of residents and visitors is paramount.

The Clerk to circulate final wording to councillors via email. Cllrs Tapper and Samuel re-entered the meeting following this item.

23/456 Parish Council open evening with Residents to discuss traffic flow and parking: To consider arranging an event (as previously deferred). It was agreed to have a public meeting to listen to opinions of residents on matters which would not encompass coach parking. The Chairman was delegated to speak on behalf of the Council. GCC Deputy Area Highway Manager and County Cllr Hodgkinson to be invited. The meeting to be held at a larger facility in the village (tbc) at 7pm on Thursday 21st March. A Strategic Plan to be drawn up by the Highways Committee following this meeting.

23/457 Pre-planning meeting with Pegasus Homes re. old Co-Op Site on 13th December: To receive an update from the meeting. The Clerk had circulated notes of the meeting. Lioncourt Homes had taken a step back from the project following the public consultation. The site has been revised to take out the central road which was thought to split the site in two. Draft drawings were being reviewed and a planning application was expected around February.

23/458 To consider requirements for Councillor Training. It was APPROVED that the Clerk should arrange for face-to-face evening training with the Monitoring Officer.

23/459 To consider request from Bourton Library (Paper 6). Council APPROVED free of charge use of a room for the Library's Coding Club from 3.45 to 4.45pm either on a Wednesday or Friday, every fortnight. This was to facilitate the offer to the local community by an existing tenant of the George Moore Community Centre.

23/460 Neighbourhood Plan Working Group

1. To review notes from last meeting (Paper 7). These were noted.
2. To note date for next meeting. 6pm on Thursday 11th Jan via Microsoft Teams.

23/461 Reports from representatives on Outside Bodies:

1. Cllr Davis attended the first GAPTC Executive Committee meeting and reported that GAPTC's Vice Chairman is also the Chairman of NALC's Policy Committee. NALC approved a policy against estate management companies so any new developments should be adopted. NALC will lobby the government to change the law.
Cllr Wragge was to attend a meeting of the Dementia Friendly North Cotswolds (DFNC) Committee this week and had presented to The Rotary Club on the work of the group.
2. Cllr Samuel to report on the Office of the Police and Crime Commissioner's (OPCC's) Councillor Advocacy Scheme and present grants information: The main aim of this meeting was to increase the amount of reporting and recording of incidents. They will consider funding an ANPR camera and street lighting for

BoW and will give details of how to apply for funding at the next meeting. Waiting times when phoning 101 should be reduced under a new scheme. Cllr Samuel to circulate further information.

23/462 Correspondence:

1. Letter from residents re coach parking (Paper 8a). The residents expressed views on coach parking and the Parish Council's policy. The Clerk to send the agreed statement on coach parking.
2. Email re Beautifying The Willows (Paper 8b). The resident objected to the planned project to be funded by the Tourist Levy. The Clerk to respond to thank them for their comments and invite them to join the working group to be set up by the VEC.
3. Letter re. Code of Conduct (Paper 8c). The resident complained about councillor conduct at the Extraordinary Meeting on 18th December to discuss coach parking. The Clerk to respond to highlight that it is councillors' responsibility to declare pecuniary interests and not the responsibility of the Chairman and Clerk to remind councillors at every meeting. However, the Council is looking at councillor training to ensure all are reminded of their responsibilities.

23/463 Items to Note: Cllr Launchbury advised that any public enquiries on coach parking were now going to the Bourton Business Network who were reassuring travel companies that provision would be available in 2024. BBN had taken over the Village Information website www.bourtoninfo.com which was being updated. Cllrs Davis and Launchbury had set up a Facebook group 'Bourton on the Water Coach parking records' to record photos and a record of places where coaches were parking.

23/464 Next Meeting:

An Extraordinary Parish Council meeting at 7pm on Monday 29th January 2024 to approve the 2024-25 Budget and Precept.

Full Parish Council meeting at 7pm on Wednesday 7th February 2024.

Both meetings to be held in the Windrush Room, The George Moore Community Centre.

Public Session: A resident highlighted the poor condition of the footpath outside 11-16 Rissington Road. Cllr Roberts advised that the Parish Council were aware. The resident was encouraged by the proposal to introduce signage to enforce a TRO to stop visitor parking on the village's housing estates.

There being no further business the meeting closed at 21.51 hours.

Appendix 1

PAYMENTS LIST - 8th January 2024 Parish Council Meeting

Voucher	Code	Cheque No	Description	Supplier	Net £	VAT £	Total £
450	Project 2 - Xmas display	BACs-PAID BETWEEN MEETINGS	Donation for use of PA system for Xmas lights switch on	St Lawrence's Church	50.00		50.00
451	Miscellaneous	Multipay Card	Bollards 'no waiting'	Traffic Safety Products Ltd	108.32	21.67	129.99
452	Maintenance	Multipay Card	Kettle	CEH AYR Ltd	27.49	5.50	32.99
453	IT Support	DD	Monthly website charges	Hugo Fox Ltd	9.99	2.00	11.99
454	Refuse Collections	DD	Waste management November	Grundon Waste Management	154.80	30.96	185.76
455	Training	Multipay card	Practitioners' Conference	SLCC Enterprises	127.00	25.40	152.40
455	Miscellaneous	Multipay card	Practitioners' Conference	SLCC Enterprises	215.50	43.10	258.60
456	Photocopier	DD	Photocopying charges	Sharp	30.86	6.17	37.03
457	Training	BACs	First Aid Training - Sharon Henley	Cotswold First Aid	75.00	15.00	90.00
458	Maintenance	Multipay Card	Lightbulbs	Inspire Tech UK Ltd	29.65	5.93	35.58
459	Cemetery Lane - water	DD	Water - Cemetery Lane Allotments	Castle Water	0.00		0.00
460	Springvale - water	DD	Water - Springvale allotments	Castle Water	12.55	2.51	15.06
461	Maintenance	BACs	Repairs to The Cottage door	Equinox Building Solutions (Swindon)	488.00	97.60	585.60
462	Piece Hedge - water	DD	Water - Piece Hedge Allotments	Castle Water	12.55	2.51	15.06
463	Utilities - Gas	DD	Gas supply First Floor Flats	Crown Gas & Power	60.92	3.05	63.97
464	Business Rates	DD	Business Rates	Cotswold District Council	655.00		655.00
465	Telephone	DD	Telephone charges	Talk Talk Business	45.90	9.18	55.08
466	Bank Charges	DD	Bank charges	Unity Trust Bank	3.00		3.00
467	Cemetery - maint.	Multipay card	Cemetery labels	Office Specialities Ltd	8.82	1.76	10.58
468	Email annual charges	DD	Charge for Councillor email addresses	Microsoft Ireland Operations Ltd	63.70	12.74	76.44
469	IT Support	DD	Microsoft business account for office staff	Microsoft Ireland Operations Ltd	30.90	6.18	37.08
470	Chairman's Allowance	Multipay Card	Refreshments for vol & clr get together 20th Dec	Tesco	56.15		56.15
471	Wages	BACs	Committee Clerk - January salary				
472	Wages	BACs	Clerk - January salary				
473	Wages	BACs	Assistant Clerk - January salary				
474	Wages	BACs	Caretaker - January salary				
475	Pensions	DD	Assistant Clerk - January Pension	NEST			
476	Pensions	DD	Clerk - January Pension	NEST			
477	Pensions	DD	Committee Clerk - January pension	NEST			
478	Tax - NI	BACs	Staff Tax/NI - January	HMRC	1,946.20		1,946.20
479	Cemetery - maint.	BACs	Brass memorial plaque - Guy	The Wright Signs	66.00		66.00
480	Chairman's Allowance	Multipay Card	Consumables & Xmas event	Mid Counties Cooperative Society	8.05		8.05
480	Consumables	Multipay Card	Consumables & Xmas event	Mid Counties Cooperative Society	6.65		6.65
481	Maintenance	BACs	Guttering works	JM Roofing Contractors	815.00	163.00	978.00
482	Utilities - Gas	DD	Gas charges - PC	Crown Gas & Power	181.40	9.07	190.47
483	Utilities - Gas	DD	Gas charges - The Cottage	Crown Gas & Power	60.39	3.02	63.41
484	Photocopier	DD	Photocopier lease 08/02-07/05	Peac Finance	149.00	29.80	178.80
485	Various	BACs	Weekly play inspections & litter picking	David Perry	208.00		208.00
486	Utilities - Electricity	DD	Electricity charges GMCC	British Gas	1,156.79	231.36	1,388.15
487	Bank charges	DD	Bank charges Oct-Dec	Unity Trust	51.60		51.60
488	Bank charges	DD	Bank charges - manual credit handling charge	Unity Trust	3.00		3.00
490	GMCC Main/Toilet Cons	BACs	Sealant and paper roll	Toolstation	27.69	5.54	33.23
491	Utilities - Water	DD	GMCC Water - Dec	Castle Water	171.61		171.61
492	Utilities - Gas	DD	First Floor Flats - Gas	Crown Gas & Power	94.37	4.72	99.09
493	Youth Provision	BACs	Youth Provision - final payment	Inspire to Aspire	567.00	113.40	680.40
494	Waste Management	DD	Waste Management December	Grundon Waste Management	141.01	28.20	169.21
495	IT Support	DD	Monthly website charges	Hugo Fox	9.99	2.00	11.99
Total					14,951.49	881.37	15,832.86