

**Bourton-on-the-Water Parish Council**  
**Minutes of the Parish Council Meeting held at 7pm on Wednesday 1st December 2021**  
**In the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllrs R Hadley (Chairman), S Coventry, A Davis, M Macklin (part of meeting), P Millett, B Sumner, L Wilkins, and B Wragge.

**In Attendance:** Sharon Henley (Clerk/RFO) District Cllr N Maunder, PC Alison Palfrey, PSCO John Allen.

**Members of Public:** 1

**Public Session:**

**Police Report:** PC Alison Palfrey reported that there was no permanent police officer for Bourton but the new PSCO for Bourton, Katie Perrett, was in post. Anti-social behaviour including property damage had been caused by 7-14 year olds and they were working on this with the housing association and schools. Steve Cotton the Village Warden had joined them on patrol. Some volunteers had been trained in Community Speedwatch and approx 20 people had been caught speeding with DVLA presence. Police presence at the Police Point was being built up to enable individuals to meet with the police in a confidential setting. The new Police Commissioner Chris Nelson was looking to tackle ASB and road safety. A full police report from PC Webb was circulated for the meeting. There had been two robberies during the same day and a member of the public had helped police to catch the person responsible. Anti-vax demos had taken place at the Cotswold School. PC Alison Palfrey and PSCO John Allen left the meeting following the report.

County Cllr Paul Hodgkinson sent a report which was read by the Chairman

Covid cases had been similar to the previous week but ambulance services were under pressure. Booster jabs were available to all those over 40 and mask wearing in shops and on public transport became mandatory today.

Highways: Speeding issues on the Rissington Road (nearer to the car park end) were being raised with Highways again. It was recommended that the PC meets with GCC Highways every few months to progress any matters raised.

The suggested lowering of the speed limit at Whiteshoots Hill was still being considered by the road safety team.

TAG: There had been a very constructive meeting between the PC and some TAG members with another meeting planned for January to brief TAG on the role of the PC and to explore the feasibility of working on a Community Plan. Cllr Hadley confirmed the meeting with TAG would take place 25<sup>th</sup> January at 7pm for all councillors.

District Cllr Nick Maunder reported that CDC had put into place some flood mitigations, including a voluntary flood warden scheme in collaboration with GRCC and town and parish councils. Cllr Roberts attended a recent flood meeting. The Bourton Walks were being progressed. BoWPC had requested funding for parking wardens from the Tourist Contribution Levy, although funding may be affected by the temporary closure of the Rissington Road car park. A decision would be made by cabinet members following a residents' consultation. Litter bins had previously been funded from the levy and this could be repeated. There was a review of funding of Visitor Information Centres across the district with Bourton being the current largest beneficiary. There was a proposal to re-charge town and parish councils for the cost of elections and by-elections from 2023, with costs only being levied for contested elections. This was currently costing CDC £200,000.

**21/136 Apologies for absence:** Cllrs L Hicks, N Randall and A Roberts, County Cllr Paul Hodgkinson, PCSO Katy Perrett and Village Warden Steve Cotton.

**21/137 Declarations of interest in items on the agenda:** Cllr Hadley declared a pecuniary interest in item 18 as Director and Secretary of the VIC and Cllrs Hadley and Sumner declared a non-pecuniary interest in item 22 as members of the Rotary Club.

**21/138 Approval of Draft Minutes of Parish Council Meeting held on 3<sup>rd</sup> November 2021:** Proposed by Cllr Hadley and seconded by Cllr Macklin. Cllrs Millett and Davis abstained as they were not present at the meeting and the minutes were APPROVED by all other members present.

**21/139 Matters arising:** There were none.

**21/140 Clerk's Report:**

a. The internal audit had been booked for the beginning of March 2022 with GAPTC's auditor.

b. Members of the VEC Committee were to meet with CDC to discuss the roll-out of the pilot litter bin scheme on Tues 7<sup>th</sup> Dec at 16.00 hours.

c. CDC had offered a SHELAA and Local Plan training session to councillors for the first week in January, a date to be arranged.

- d. The Christmas tree had been successfully installed and had also been re-levelled since the weekend's storm. The Clerk thanked Hacklings for providing the tree and all those who had helped with installation.
- e. The agenda and papers for the 5<sup>th</sup> January Council meeting would be issued immediately prior to Christmas, so councillors were asked to bear this in mind when submitting agenda items and papers.
- f. The Staffing Committee would be meeting on Fri 10<sup>th</sup> Dec.

**21/141 Planning Committee:**

- a. The Committee Chairman, Cllr Davis, presented a short summary from the meetings held on 10<sup>th</sup> and 24<sup>th</sup> November. Although she had been unable to attend the meeting on 10<sup>th</sup> November, she highlighted the Smiths planning application, the discussion on which had divergent views which were settled by a vote. Cllr Sumner asked the minutes to reflect that he personally objected to this application and wished to disassociate himself. He had been contacted by residents about the application and was disappointed that their objections had not been supported by Council.  
The Community Emergency Plan had been approved and circulated and it was agreed to hold a workshop next year on how the plan would work in practice. CDC's SHELAA consultation document contained proposals for future land use in Bourton and a training course was being arranged for councillors.

**21/142 Village Environment Committee:**

- a. The Committee Chairman, Cllr Piers Millett, presented a short summary from the meeting held on 10<sup>th</sup> November. Risk assessments had been completed which highlighted a list of tasks to be completed for safety reasons. Work to be given to local contractors where possible.
- b. Actions following Cemetery Risk Assessment: To review recommendation from VEC Committee to accept quote from Bibury Landscapes at a total cost of £1,005 (Paper 1) to be funded from General Reserves. This was proposed by Cllr Millett, seconded Cllr by Coventry and unanimously APPROVED.
- c. Tree Survey and associated works:
  - i) The Council noted the Tree Survey (Paper 2a & b) for review by the VEC at the December meeting.
  - ii) To consider quote from Treotech for felling of T57 sorbus at a cost of £387.66 (Paper 3) as recommended in the Tree Survey for action within 3 months. To be funded from Tree Work Earmarked Reserves. Proposed by Cllr Millett, seconded by Cllr Wilkins and unanimously APPROVED.
- d. Allotments:
  - i) Rents for 2022: To consider recommendation to increase annual rent from £20 to £21 per half plot. Proposed by Cllr Millett, seconded by Cllr Hadley and unanimously APPROVED.
  - ii) Rules: To insert a statement confirming that when a plot becomes vacant it should be offered to the next resident on the waiting list. Proposed by Cllr Millett, seconded by Cllr Hadley and unanimously APPROVED.
- e. To consider requests for memorial plaques to be sited on the circular seat around Tree 87 large beech tree on the Village Green. Proposed Cllr Millett, seconded by Cllr Coventry and unanimously APPROVED.
- f. Repainting of ironwork: To consider proposal from the Committee to seek external grant funding to repaint items around the parish to mark the Queen's Platinum Jubilee. The aim was to harmonise the colour scheme around the Village Green and apply to GCC's Build Back Better for funding. This was APPROVED and the specification to be agreed at the December VEC meeting in order to obtain a quote.

**21/143 Highways Committee:**

- a. Cllr Wilkins presented a short summary from the meeting held on 15<sup>th</sup> November in the absence of the Committee Chairman and Vice Chairman.  
Speedwatch checks had been carried out and warning letters issued to speeding drivers. Footpath between Rye Close and Tennis Courts - the GCC Highways Records team were investigating the status of the path and whether it could be adopted by GCC Highways but it could be a low priority for repair. Extra parking patrols appeared to have been very successful in the summer and it was hoped to use money from the tourist parking levy to fund extra parking patrols next year, instead of parish funds. However, a case has to be put to CDC to justify the expenditure and there may need to be public consultation on the matter.  
TAG Group Proposals: Traffic survey data showed that a high a percentage of vehicles were entering the village via Lansdowne compared to Station Road. Traffic volumes in the centre were also considered to be too high, although improved direction signs to car parks might help. It was thought that for the long term, stronger measures were required to reduce congestion and improve road safety. The Highways Committee requested that the Parish Council makes a formal request to GCC to adopt the following proposals.

1. To investigate the feasibility of restricting entry except for access to Lansdowne, Moore Road and High Street at peak times, plus limiting visitor access to other estate roads in the village. It was agreed to amend this to read the

'Parish' not 'village' to include industrial estate and Bourton Chase. Following this the amended motion was proposed by Cllr Wilkins, seconded by Cllr Davis and unanimously APPROVED.

2. To investigate the feasibility of introducing a pay and display type charging scheme on current free spaces within the village centre (eg 45 mins free, then charge at higher rates - max 4 hours). Following discussion it was agreed to amend the motion so the proposals would not apply on Sunday mornings to enable attendance at church services. The amended motion was proposed by Cllr Wilkins, seconded by Cllr Millett and unanimously APPROVED.

A possible lack of enforcement for parking after 5pm on the double yellow lines on the industrial estate was discussed and it was agreed to raise this during the next meeting with GCC Highways.

#### **21/144 Youth & Well-being Committee:**

- a. On behalf of the Committee, Cllr Millett presented a short summary from the meeting held on 15<sup>th</sup> November. The Committee had agreed to work on Allotments matters with the Village Environment Committee as they were important for the wellbeing of the community.
- b. New Play Equipment Projects at The Naight and Melville: The work at Melville was complete but some items at The Naight still required work. Completion on both sites was anticipated by the end of the week. The contractor to arrange a post installation meeting and handover to the Parish Council. A formal opening would be arranged in the New Year. The Clerk to arrange for Cllr Nick Maunder to visit site following the handover to confirm that funding could be released from CDC's Community Projects Fund.
- c. Replacement Log Roll at Rye Crescent play area: To consider quote from Greenfields at a cost of £855.12 plus VAT (Paper 4) to be funded from General Reserves. Proposed by Cllr Millett, seconded by Cllr Hadley and APPROVED by a majority vote.
- d. GAPTC Courses (Paper 5): To approve booking of courses for Councillors and the Clerk at a cost of £300 from Thriving Communities grant funding. In line with requests, the amount was amended to £330 and the motion proposed Cllr Davis, seconded by Cllr Hadley and unanimously APPROVED.

Cllr Davis advised that the first draft of the Accessibility Audit was expected within the next two weeks.

#### **21/145 Community Centre Committee:**

- a. The Committee Chairman presented a short summary from the Extraordinary meeting held on 23<sup>rd</sup> November. Cllr Hodgkinson had chased progress on the title deed with NHS and the solicitor was preparing documents for the Land Registry. The Fire Risk Assessment was discussed and actions had been agreed for the most urgent recommendations. A quote had been sought for replacing the front windows.

Cllr Macklin left the meeting at this point.

- b. Door at The Cottage: To consider recommendation from the Committee to remove the faulty electronic door closer at £280+VAT, fit a mortice hook deadbolt with keys at £305.66 and replacement door closer (if required) £322.85. Total £908.51 to be funded from GMCC earmarked reserve. Proposed by Cllr Sumner, seconded by Cllr Coventry and unanimously APPROVED. The tenant had requested and would fund a slimline digilock.
- c. To note that the Room deposits for Rooms 2 and 3 totalling £1,669 have been received from Kendall and Davies. Also to consider the Committee's request for this amount currently held in earmarked reserves for deposits in error to be transferred to the Community Centre earmarked reserve. Proposed by Cllr Sumner, seconded by Cllr Hadley and unanimously APPROVED.

#### **21/146 Village Green Bookings:**

- a. Bourton 10k Road Race on 27<sup>th</sup> February 2022 (Paper 6). To note that feedback has been given to the event organisers by the Highways Committee. Permission for use of the Village Green was proposed by Cllr Hadley, seconded by Cllr Sumner and unanimously APPROVED. The Clerk to request clarity on which parts of the Green would be used, for further approval at the January meeting.
- b. St Lawrence Church Carols around the Christmas Tree Service on Sunday 19<sup>th</sup> December at 6pm. Proposed by Cllr Hadley, seconded by Cllr Wragge and unanimously APPROVED. Some Village Green fencing panels to be removed for the event to facilitate access.

#### **21/147 Finance & General Purposes Committee:** No meetings.

**21/148 Platinum Jubilee Event June 2022:** To review the following requests from the Working Party and approve or agree any amendments:

- a. Outline event plan and provisional budget (Paper 7a) Cllr Davis wished to approve subject to the correct cancellation insurance being in place but it was confirmed by a committee member present that the events would go ahead and tickets were non-refundable. The insurance was currently being investigated by the Committee and subject to suitable insurance arrangements being in place, approval was proposed by Cllr Hadley, seconded by Cllr Wilkins and APPROVED by a majority vote.

b. Invoices requiring payment (Paper 7b & c) Proposed by Cllr Hadley, seconded by Cllr Millett and APPROVED by a majority vote.

**21/149 Finance:**

a. Consider and approve the schedule of payments up to 1<sup>st</sup> December 2021 (Paper 8).

Payments List - Council Meeting 1st December 2021								
Payment Method/voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total	
<b>Cheques</b>								
4646 (v.343)	08/11/2021		Royal British Legion Poppy Appeal	Donation/w reaths	125.00	0.00	125.00	Local Government Act 1972 s.137
<b>BACS</b>								
317	20/11/2021		HMRC	Staff tax/Nl- November	1,710.29	0.00	1,710.29	Local Government Act 1972 s.112(2)
341	02/11/2021	2230	Starboard Systems (Scribe)	Scribe Annual Subscription	568.00	113.60	681.60	Local Government Act 1972 s.111
342	18/10/21	266	Maydays	GMCC cleaning - October	540.00	108.00	648.00	Local Government Act 1972 s.133
347	12/11/2021	W2143	Kendall & Davies	Legal fees - Room 3 licence	600.00	120.00	720.00	Local Government Act 1972 s.133
353*	16/11/2021		A Herbert	Sandbags	96.00	19.20	115.20	Open Spaces Act 1906 s. 9&10
354	16/11/2021	1563	Treetech	Tree survey	630.00	126.00	756.00	Open Spaces Act 1906 s. 9&10
359	17/11/2021	6981	Rex Bishop & Son Ltd	Asbestos removal - Cemetery Lane allotments	1,425.00	285.00	1,710.00	Local Government Act 1972 s.133
361	23/11/2021		R Hadley	Refreshments for Xmas tree volunteers	21.20	2.65	23.85	LGA 1972 s. 15(5)
362	23/11/2021	1116	Ian Sorley	Platinum Jubilee Celebrations Deposits - concert & fun	100.00	0.00	100.00	Local Government Act 1972 s.145
363	24/11/2021	6937A	Tribute Acts Management	Platinum Jubilee Celebrations Deposit - Beates for sale	407.00	5.00	412.00	Local Government Act 1972 s.145
367-372	26/11/2021		Peter Pulham	Maintenance/litter picking	208.00	0.00	208.00	Open Spaces Act 1906 s. 9&10
375	28/11/2021	P0006	David Perry	Playground inspections - Nov	88.00	0.00	88.00	Open Spaces Act 1906 s. 9&10
376	30/11/2021	T269	Bibury	Grounds maintenance - Nov	1851.67	370.33	2,222.00	Open Spaces Act 1906 s. 9&10
<b>DDs</b>								
373-4	02/11/2021		NEST	Staff pensions - Oct	516.98	0.00	516.98	Local Govt. Act 1972 s.112 (2)
346	29/11/2021	353924845	Lloyds Bank	Bank charges	14.97	0.00	14.97	Local Govt. Act 1972 s.111
345	10/11/2021	2411666	Smartest Energy (Dual)	Electricity charges - 1st-31st Oct	441.67	88.33	530.00	Local Govt. Act 1972 s.133
358	17/11/2021	1159466	Crown Gas & Power	Gas charges - Flats	63.49	3.17	66.66	Local Govt. Act 1972 s.133
356	17/11/2021	1159465	Crown Gas & Power	Gas charges - The Cottage	35.71	1.79	37.50	Local Govt. Act 1972 s.133
357	17/11/2021	1159464	Crown Gas & Power	Gas charges - PC	93.84	4.69	98.53	Local Govt. Act 1972 s.133
344	20/11/2021	PSI-0489946	Grundon	Refuse collections	131.10	26.22	157.32	Local Govt. Act 1972 s.133
334	11/11/2021	22914968	TalkTalk	Landline & broadband 27th Sept - 25th Oct & line rental	57.12	11.42	68.54	Local Govt. Act 1972 s.111
355	25/11/2021	1266044	Apogee (Directtec)	Photocopier support	85.82	17.16	102.98	Local Govt. Act 1972 s.111
365	15/11/2021	6287461	Castle Water	Water charges - Pece Hedge	17.46	3.50	20.96	Open Spaces Act 1906 s. 9&10
360	03/11/2021		Cotswold District Council	Business rates	624.00	0.00	624.00	Local Govt. Act 1972 s.133
377	29/11/2021	491210	Castle Water	Water charges - GMCC	68.77	0.00	68.77	Local Govt. Act 1972 s.133
366	01/11/2021	6290400	Castle Water	Water charges - Cemetery Lane	1,018.19	0.00	1,018.19	Open Spaces Act 1906 s. 9&10
<b>Staff Wages - separate online payments list (paid on 23rd)</b>								
350	23/12/2021		J Herbert	Wages - Dec				Local Govt. Act 1972 s.112(2)
351	23/12/2021		E Webb	Wages - Dec				Local Govt. Act 1972 s.112(2)
349	23/12/2021		C Cooper	Wages - Dec				Local Govt. Act 1972 s.112(2)
348	23/12/2021		S Henley	Wages - Dec				Local Govt. Act 1972 s.112(2)
					16,389.16	1,306.06	17,743.03	
<b>added after papers sent out</b>								
<b>* paid between meetings</b>								

b. Payments list (Paper 8). Proposed by Cllr Hadley, seconded by Cllr Coventry and unanimously APPROVED. Cllrs Hadley and Davies to approve the BACs payments on-line.

c. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Proposed by Cllr Hadley, seconded by Cllr Sumner and unanimously APPROVED. Cllrs Hadley and Davies to sign the cheque.

d. Note the bank reconciliation dated 1<sup>st</sup> November (Paper 9), the Summary Report dated 25<sup>th</sup> November (Paper 10) and the Financial Forecast dated 1st November (Paper 11). All were noted.

Cllr Davis noted the Digital Inclusion Grant of £12,000 had been applied for to be delivered by other parties and she was investigating whether GRCC would take over the administration of this grant.

**21/150 Laptop:** To note progress with request to Cllr Davis and agree any further actions required. Cllr Davis had been offered the option to use the laptop at the GMCC when it was available in addition to the option to purchase at a cost of £400 over six months or return the laptop. GAPTC advised that some town and parish councils do fund laptops for councillors but this would require full costing and agreement, otherwise the laptop should be returned. Cllr Davis stated that she would like to continue to represent BoWPC on outside bodies. Cllr Davis was asked to return the laptop or inform the Clerk on how she would like to proceed.

**21/151 Bourton Circular Walks:** To review proposed walking routes (Paper 12a) and waymarked disc visuals (12b) and approve or suggest amendments. For development into directions and maps with waymark signage by Cotswold National Landscape. Following discussion Cllr Hadley proposed that walks 1 and 2 should be taken forward. Seconded by Cllr Davis and unanimously APPROVED. The image of the waymarkers was reviewed and proposed for approval by Cllr Hadley, seconded by Cllr Sumner and unanimously APPROVED.

**21/152 GCC Build Back Better Market Towns Fund, second round** (Paper 13): To review opportunity for grant funding and agree any application to be submitted by the deadline of 17<sup>th</sup> December. Cllr Millett reminded Council that it had been agreed to make an application as per item 7f for painting of ironwork in village. It was also agreed to include the tree clearance work at Springvale allotments which had been previously quoted for.

**21/153 CDC's Review of Visitor Information Centre – Bourton** (Paper 14a & b): To agree a response to CDC. Cllr Maunder advised that the current proposal was for continuation of the existing grant for the next 18 months. Councillor discussion items included a gradual change to digitisation of visitor information and the possibility of using the tourist levy contribution to fund the VIC but this could not be used for on-going expenditure. Councillors were in favour of keeping the facility open but would like it to be funded by CDC, otherwise it would prove costly for the parish. The Clerk to send a response to include the points raised.

**21/154 Gloucestershire Playing Fields Association:** To approve membership renewal from November 2021 at a cost of £50. Proposed by Cllr Hadley, seconded Cllr Wragge and unanimously APPROVED.

**21/155 SLCC Practitioners' Virtual Conference 15<sup>th</sup>-17<sup>th</sup> Feb 2022:** To consider request for the Clerk to attend at a cost of £75 + VAT and identify a funding source prior to approval. Cllr Hadley proposed to approve this, for funding by General Reserves. This was seconded by Cllr Millett and unanimously APPROVED.

**21/156 Reports from representatives on Outside Bodies:** Cllr Davis reported on the Cotswold National Landscape meeting where it was reported that the Kingfisher trail had been successful and money raised from the sale of kingfishers was used to facilitate training for young people and rural skills. The Quarry Clusters Group of town and parish councils discussed planning applications connected with the expansion of quarrying and a Temple Guiting resident was taking GCC to judicial review. Bourton was affected by heavy quarry lorries crossing the Fosseyway into the village. The Gloucestershire Market Towns Forum had arranged a trip to Usk to bring back ideas. Cllr Sumner was a member of the Bourton Trust which was controlled by Anglican churches and distributed funding. Cllr Sumner proposed that Cllr Wragge would take over representation for BoWPC and this was seconded by Cllr Hadley and unanimously APPROVED.

**21/157 Correspondence:** (Paper 15)

- a. A letter was received from a resident about the Planning Meeting discussion on the Smiths of Bourton application 21/03864/FUL where it was claimed the views of the residents were not supported in the Parish Council's response. The Clerk read out a statement from Cllr Hicks as follows: "Having visited and spoken to Smiths which was when I was told they could carry on with food and soft drinks without gaining planning I decided to ring CDC Planning Dept to get this confirmed. I did not get a name but spoke to a young man from planning who confirmed that this was correct. Since then, after receiving the letter from the resident of Chardwar I understand this not to be the case. The information incorrectly given to me did not in any way influence my decision. I have been advised by other councillors who voted that it had no bearing on their votes either". Councillors agreed therefore that this would not have materially altered the vote.
- b. North Cotswold Rotary requested permission for their members to park at the GMCC on the evening of 11<sup>th</sup> December to leave spaces at the leisure centre for other residents parking whilst attending the concert. This was agreed.
- c. Sir Geoffrey Clifton-Brown forwarded an email from a constituent on the effects of tourism in the village and requested Council's comments. After discussion it was agreed to respond with some comments but also to invite the MP to discuss the matter with the Parish Council as there was more to say than could be reasonably put into a response.

**21/158 Any Other Business:** Cllr Wragge and others from the Dementia Friendly community had spoken on Cotswolds Radio for two hours and this had been broadcast worldwide.

**21/159 Next Meeting:** To be held on Wednesday 5<sup>th</sup> January 2022 at 7.00pm in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were no items.

There being no further business the meeting closed at 21.50 hours.