

**BOURTON ON THE WATER PARISH COUNCIL**  
**MINUTES OF THE MEETING OF BOURTON ON THE WATER PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup>**  
**MARCH 2019 AT 7.00PM IN THE GEORGE MOORE COMMUNITY CENTRE, MOORE RD, BOURTON ON THE**  
**WATER**

**Present:** Cllrs B Sumner (Acting Chair), J Cowen, R Daniel, N Randall, S Senior, and B Wragge.

**Standing Orders were suspended for the Public Session**

**Police Report:** The Police had given apologies and the Clerk passed on a verbal report.

**County Cllr Report:** County Cllr Hodgkinson reported on GCC's approval of a Council Tax increase of 4.99% for 2019-20, its decision not to reverse changes concerning local household recycling centre opening times, the commencement of the Ringway highway maintenance contract in April, proposed tree and footpath works at Melville/Springvale, and discussions with Cotswold School students relating to mental health issues and the community's perception of young people. It was agreed that the Parish Council would liaise directly with the School Youth Council to open a closer dialogue with students as part of its youth consultation exercise, and the community would be informally consulted on proposed tree removals in Melville prior to works being commissioned.

**Ward District Cllr Report:** Ward Cllr Len Wilkins reported on CDC's approval of a 2% increase in Council Tax for 2019-20, which will help fund the recruitment of a new Environmental Health Officer, the proposed re-consultation on the green waste service (residents will be contacted shortly with details), as well as various planning issues.

**Public Questions:** There were no public questions.

**18/175: Apologies for absence:**

Apologies were received and accepted from Cllr S Coventry, R Hadley, L Hicks, J Jowitt, B Rogers.

**18/176: Members' Interests**

There were no additional interests not currently declared on Councillors' Registers.

**18/177 Minutes of the Meeting held on 6<sup>th</sup> February 2019**

Cllr Cowen proposed that the minutes of the meeting held on 6<sup>th</sup> February 2019 be signed as a true record of the meeting, seconded by Cllr Wragge. APPROVED unanimously.

**18/178: Matters Arising from Minutes of the Meeting held on 6<sup>th</sup> February 2019**

- Council noted that CMAS' Winter Outreach invoice has been passed for payment following satisfactory resolution of matters relating to the amount of monies due;

**18/179: Community Services Committee Report**


Cllr Daniel reported from the February committee meeting and the following was discussed further:

- Council approved a budget of £2k for Bibury to clear and restore the planted areas at the Jubilee Garden of Remembrance – responsibility for future maintenance and gardening will be discussed at the next Committee meeting;
- Council received a report from Cllr Wragge's attendance at a meeting arranged by Greystones Farm to discuss Council entering into a Memorandum of Understanding to establish a forum for discussions as to future maintenance of Greystones Lane. Cllr Senior proposed Council did not enter into the Memorandum of Understanding, seconded by Cllr Randall. 4 votes in favour, 2 votes against. Proposal APPROVED by majority.
- Council noted interim approval of expenditure for a new swing seat at Melville in the sum of £193.13 + VAT;
- Council delegated the Committee to consider quotes & appoint a RPII qualified annual inspection of its play areas;
- Council received a verbal report from Cllr Senior re future Youth provision and the proposed way forward in respect of a consultation exercise to ascertain youth needs. After some discussion, Cllr Cowen proposed Council approve expenditure of £2k from the 2019-20 Youth Budget to pay for consultation costs to include professional fees, seconded by Cllr Wragge. APPROVED unanimously. The Committee will finalise details of the consultation process by May with a view to consultation completing prior to the Autumn.

**18/180: Highways Committee Report**

Cllr Randall reported from the February & March meetings and the following was discussed further:

- Cllr Randall proposed Council approve the Committee's recommended expenditure of £700 to install additional litter & grit bins as requested by the community, seconded by Cllr Senior. APPROVED unanimously. The funds will be vired from other Highway Committee budgets.
- Council received an update relating to the forthcoming Traffic Regulation Order consultation exercise and ongoing operation of ANPR equipment. Cllr Randall proposed Council approve a budget of £500 to purchase a lap-top which will be dedicated to accessing data generated by the ANPR equipment, seconded by Cllr Senior. APPROVED unanimously. The funds will be brought forward from the approved Highways budget for 2019-20.
- Council noted the Committee's adoption of a revised Winter Weather Policy;

18/034 



#### **18/181: Planning Committee Report**

Cllr Sumner reported on minutes from the February Planning Committee Meetings. Revisions to planning applications 18/04524/FUL & 18/04525/LBC were discussed and it was agreed to now withdraw the Council's prior objection to both.

#### **18/182: Village Green Bookings**

- The requests from Cotswold Fosseway Lions Club and Baden-Powell Hall Management Committee were approved, subject to prior payment of outstanding fees by the latter organisation;

#### **18/183: Community Centre**

Cllr Sumner reported and the following was discussed further:

- Cllr Sumner proposed Council approve the quotation in the sum of £8,400 + VAT from Vince Foster to replace 2 lantern roof-lights, seconded by Cllr Randall. APPROVED unanimously. It was agreed that the matter of offering compensation to tenants for any loss of business experienced during works will be considered at a subsequent meeting.
- Cllr Sumner proposed Council approve P. Honour's quotation in the sum of £1,290 to complete the window refurbishment, seconded by Cllr Wragge. APPROVED unanimously.
- Council noted the recent installation of a defibrillator at Community Centre – an awareness session in use of the equipment will be arranged for staff, tenants, room hirers and the public as part of the purchase package. Further training can be provided if public interest warrants this.
- Council agreed to offer a discounted rate in respect of a community service room booking;
- Cllr Sumner proposed Council approve Dyno-Rod's quote in the sum of £2,100 + VAT to undertake works to install new pipe liners, initially between 4 on-site foul water network man-holes, in order to address persistent network blockages, seconded by Cllr Wragge. APPROVED unanimously. The system will be monitored subsequently and further work will be considered to other sections of the pipe network if the necessary improvement is not achieved.

#### **18/184: Finance:**

- Cllr Randall proposed Council approve the schedule of payments in the sum of £13,247.91 in accordance with the revised circulated schedule, seconded by Cllr Senior. APPROVED unanimously.
- Cllr Sumner gave a report from the Finance & General Purposes Committee February meeting and the following was discussed further:
  - Council noted Committee sign off of the 2017-18 Internal Audit report;
  - Council noted Committee recommendations in respect of the 2018-19 Internal Audit report, in particular, the requirement for Council to work to budget in future and to approve unbudgeted expenditure only by way of the virement of funds from other approved budgets;
  - It was agreed that the draft Standing Orders would be amended to reflect a necessary quorum of 4 for Council meetings. Subject to this one amendment, Cllr Senior proposed Council approve all Internal Governance documents (Standing Orders, Internal Financial Controls, General & Reserve Level Risk Assessments, Model Publication Scheme, Asset & Public Asset Registers, Committee Terms of Reference, Bank and Investment providers, Direct Debit schedule, Investment Strategy, Budget Statement, Chairman's Allowance [£300], Code of Conduct, Procurement Schedule), without further amendment, seconded by Cllr Cowen. APPROVED unanimously;
  - All members confirmed understanding of and resolved to abide by, the Code of Conduct;
  - Council noted Committee approval of the expenditure of £1,050 + VAT for SLCC to undertake a staffing levels/Clerk's salary review. This sum will be vired from the general Contingency budget;
- The Cotswold School's request for payment of the approved grant of £5,000 to be held over to 2019-20 was unanimously approved;
- Council formally noted the Clerk's resignation with effect 6<sup>th</sup> February and received a report relating to the recruitment of a new Clerk;
- Council noted the timescale for the annual external audit exercise, with Returns to be submitted by 1<sup>st</sup> July;

#### **18/185: Bye-Laws**

- Council noted publication of the formal notice announcing a public consultation on revised Bye-Laws and agreed to call a meeting on 29<sup>th</sup> March to consider responses. A report in respect of responses received and a proposal for way forward will be submitted to Council for discussion at its meeting on 3<sup>rd</sup> April.

#### **18/186: Local Elections**

- Following advice from GAPTC it was agreed the May meeting will be held on Thursday 9<sup>th</sup> May at 7pm, which is the soonest date on which meetings may now be held following the 2019 local elections;
- Council noted CDC's confirmation that a Legal Order has now been made which will remove the existing split warding arrangements; the new single ward arrangement will therefore apply in respect of 2019 local elections;

#### **18/187: Tourism/Environment**

Cllr Randall reported on the Tourism Survey which is now being publicised – hard copies only are available at the Council office, and will also be made available at various meetings of Council. A report will be submitted for Council's consideration after the deadline for response.

18/035 



**18/188: Correspondence**

The correspondence list circulated to Council was noted and various actions agreed – these actions will be detailed on the annotated list to be displayed on the web-site.

**18/189: Any Other Business and Reports from representatives on Outside Bodies: Receive reports, for information only.**

- Councillors were reminded the Annual Parish Meeting will be held on Tuesday 26<sup>th</sup> March at 7pm;
- It was agreed to accept the Co-Op's offer to organise a Community Litter Pick - the Council's Litter Pick will not therefore take place (originally scheduled for 7<sup>th</sup> April);
- Cllr Wragge reported that a briefing will be given at the April Council meeting in respect of Dementia Awareness;
- It was noted that the local RBL will attend the next meeting to present a certificate to Council in respect of the 2018 WWI Commemoration event;

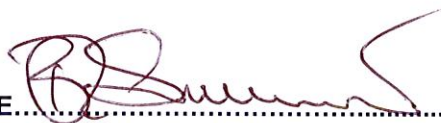
**18/190: The next meeting**

It was confirmed that the next Meeting of Bourton on the Water Parish Council will be held on Wednesday 3<sup>rd</sup> April 2019 at 7.00pm at the George Moore Community Centre

**Public Questions:**

Members of the public raised queries relating to Police response to emergency calls and the widespread parking of visitor cars in residential streets – responses were given at the meeting.

CHAIRMAN'S SIGNATURE.....



DATE: 3-4-19

Minute	Item	Power	Sum (ex VAT) £
18/179	Clearance and Maintenance of Jubilee Garden of Remembrance (budget)	Open Spaces Act 1906 s.9/10	2,000.00
	Play Area equipment at Melville	Open Spaces Act 1906 s.9/10	193.13
	Youth consultation exercise (budget)	Local Govt. Act 1972, s.111	2,000.00
18/180	Litter & Grit bins (budget)	Open Spaces Act 1910, s.9 &10	700.00
	Lap-Top (budget)	Local Govt. Act 1972, s.111	500.00
18/183	Lantern lights – GMCC	Local Govt Act 1972, s.133	8,400.00
	Window refurbishment works – GMCC	Local Govt Act 1972, s.133	1,290.00
	Drainage works	Local Govt Act 1972, s.133	2,100.00
18/184	Staffing levels review	Local Govt. Act 1972, s.111	1,050.00
	Grant – Cotswold School	Local Govt Act 1972, s137	5,000.00