

## **Bourton-on-the-Water Parish Council**

**Minutes of the Parish Council Meeting held at 7pm on Wednesday 3<sup>rd</sup> November 2021**

**in the Windrush Room, The George Moore Community Centre**

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

**In Attendance:** Sharon Henley (Clerk/RFO), District Cllr Richard Keeling, County Cllr Paul Hodgkinson

**Members of Public:** Two

### **Public Session**

**PC Richard Webb** submitted a Crime Report which was summarised by the Chairman. Matters highlighted included damage to the Lych Gate at Cemetery Lane and the phone box in the High Street as well as broken glass at The Naight Play Area.

**County Cllr Paul Hodgkinson** reported

- A large upsurge in Covid cases in Gloucestershire and all those eligible were urged to have their booster jabs.
- Fosse Crosse household recycling centre was to close for essential works from 8<sup>th</sup> November until early December and residents were advised to book into other sites in the area if necessary.
- GCC Highways had received a petition from residents of the Beddome Way estate relating to the weight and speed of traffic on Meadow Way which was causing some houses to shake. The request for a 20mph speed limit and a weight limit had been refused but Highways were to liaise with Hacklings. Cllr Roberts requested that this was also extended to liaison with Travis Perkins.
- A TAG Meeting to discuss the traffic survey results would take place to include Cllrs Wilkins and Roberts. The TAG group would also meet the Parish Council in November.
- Ambulance response times for the Cotswolds had deteriorated with an average time of over 11 mins for critical calls, with a target of 7 minutes. Cllr Hodgkinson had written a letter to raise concerns.
- The Build Back Better Fund had granted £2,700 towards the play equipment project.
- Cllr Sumner requested Cllrs Hodgkinson's support with the registration of the title deed for the GMCC. This was still registered to GCC, despite the best efforts of the solicitors to progress matters. The contact details of the individual at the Gloucestershire NHS Trust were passed on and Cllr Hodgkinson agreed to chase the matter up.

**District Cllr Nick Maunder** submitted a report and the Chairman highlighted the following:

- **Rissington Road Car Park Renovations** - The contracting of the works at the Rissington Road Car Park had been delayed and were expected to start on 26th November.
- **Litter Bins** – A meeting had been requested with Ubico and the Parish Council to review the pilot experiment of improved litter bins. This will inform a decision on the use of tourist levy funds to support further improvements in the coming year.
- **Strategic Housing and Economic Land Availability Assessment Review** - Following the call for sites campaigns in 2019 and 2020, CDC had updated the Strategic Housing and Economic Land Availability Assessment (known as the 'SHELAA' for short). This would soon be available to download from the website at the following link: <https://www.cotswold.gov.uk/planning-and-building/planning-policy/evidence-base-and-monitoring/> The SHELAA confirms the availability of land and assesses the potential suitability of development sites for allocation in the local plan. A couple of potential development sites had been identified in Bourton Village.

**District Councillor Richard Keeling**

- **Sweetslade Farm, Fosseyway:** An update was provided in relation to agenda item 21/119(h). Planning Enforcement had attended site in September as work was ongoing to demolish a steel-framed barn and quarry the land around it, erect a new barn, create a new entrance to the Fosseyway and reprofile the new entrance. The Enforcement Officer advised that planning permission was required and work was still ongoing despite a further site visit. Legal proceedings and a stop notice would be served if work continued.
- The North Cotswolds Quarry Cluster Stakeholders Group was represented by District Cllr Mark Mackenzie-Charrington. Increased extraction had been applied for on multiple sites within the Cotswolds AONB. A cumulative environmental impact survey had been requested and a further meeting to be held in January.

**Steve Cotton, Village Warden**

- Steve introduced himself and praised the village for having very little litter and was well looked after. He had liaised with local retail outlets, some of whom would have liked more winter events. Other feedback received was the lack of public seating outside the centre of the village and the Chairman highlighted the recent Accessibility Audit which had yet to be finalised. Steve met with PCSO Katy Perrett who would accompany Steve when required. New dog

fouling signs and litter pickers had been ordered. There had been a request for the double-yellow lines to be extended opposite the Hacklings car park to enable coaches to pull out onto the road but it was understood these spaces had been left for Willoughby Place residents and visitors. Cllr Hicks noted that commercial waste was being put into bins each evening and would pass on details for Steve to follow up.

**21/114 Apologies for absence:** Cllrs A Davis and P Millett and District Cllr Nick Maunder.

**21/115 Declarations of interest in items on the agenda:** Cllr Roberts declared a non-pecuniary interest in item 21/128 as a member of the British Legion.

**21/116 Approval of Draft Minutes of the Parish Council Meeting held on 6<sup>th</sup> October 2021:** Proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED.

**21/117 Matters arising:** There were none.

**21/118 Clerk's Report:**

a. **BTAG Meeting:** The meeting was confirmed for Thursday 25<sup>th</sup> Nov at 5.30pm.

b. **Letting of The Old Chapel:** Three offers had been received and one applicant had accepted the tenancy.

c. **Leases for Flat 1 and Room 2:** Now complete.

d. **Fire Risk Assessment:** This had been circulated and the GMCC Committee to review at an Extraordinary Meeting on Monday 22<sup>nd</sup> November at 6pm. Cllr Hicks to attend as Vice Chairman as Cllr Hadley was not available.

e. **Installation of Christmas Tree:** Cllr Hicks was working to finalise arrangements and the installation may now be completed on Friday 19<sup>th</sup> November instead of Saturday 20<sup>th</sup> due to contractor availability.

**21/119 Planning Committee:**

a. The Committee Vice Chairman presented a short summary from the meeting held on 13<sup>th</sup> October. It was noted that a planning application for new homes was anticipated on the site of the old Catholic church.

b. The following planning applications were considered and comments agreed by the Planning Committee who had not met at the end of October:

	Ref	Address	Proposal	Comments
a	21/03477/FUL	22 Barnsley Way, GL54 2GA	<a href="#">Erection of Rear Dormer</a>	The Parish Council has no objection.
b	21/03043/FUL	Paula's Hair Studio, Lansdowne, GL54 2AR	<a href="#">Change of use of hairdressers to short-let holiday accommodation and associated external alterations</a>	The Parish Council has no objection.
c	21/03858/FUL	43 Lamberts Field, GL54 2PT	<a href="#">Erection of porch, side extension to create new garage, single storey rear extension and garage conversion (resubmission)</a>	The Parish Council has no objection.

c. Sweetslade Farm, Fosseyway: An update was provided by Cllr Richard Keeling during the public session.

**21/120 Village Environment Committee:**

a. The Committee Vice Chairman presented a short summary from the meeting held on 13<sup>th</sup> October. It was noted that an unauthorised wooden ramp had recently been removed from Periwinkle Bank.

b. 2022-23 draft budget: Committee members considered the proposal to remove funding of £5,000 for Clapton Row bollards and this was unanimously APPROVED. It was proposed to defer the £5,000 for a burial consultant to a future budget and this was APPROVED.

c. Len Hill Memorial repairs, St Lawrence Church: As per recommendations from VEC, to approve quote from Hickman Brothers at £1,280 + VAT (Paper 1) to remove unsafe structure, subject to approval of a Faculty application by the Diocese. To be funded from General Reserves. Unanimously APPROVED.

**21/121 Highways Committee:**

a. The Committee Chairman presented a short summary from the meeting held on 18<sup>th</sup> October.

b. 2022-23 draft budget: Committee members to consider proposal to apply for funding to cover the balance of £4,500 for parking patrols from CDC's Tourist Contribution funding. Cllr Roberts proposed that this was amended from £4,500 to £5,000 and this was APPROVED. It was further proposed that Cllrs Roberts and Randall liaise with GCC to request a similar arrangement for parking patrols to last year and this was APPROVED. The proposal to seek further funding for an additional £5,000 towards a new ANPR camera from GCC was deferred for discussion at the Budget Workshop.

c. Consider proposal to spend up to £160 to purchase sandbags and sand for flood contingency (Paper 2). APPROVED with funding to be taken from the Village Maintenance Contingency Budget.

Cllr Hodgkinson left the meeting at this point.

**21/122 Youth & Well-being Committee:**

- a. The Committee Chairman presented a short summary from the meeting held on 18<sup>th</sup> October.
- b. New Play Equipment Projects at The Naight and Melville: Cllr Hicks reported that the installation at The Naight was progressing well with the items at Melville to be started on completion of The Naight.
- c. Grant Funding held in Earmarked Reserves: Update from Cllr Davis on how remaining funds can support the work of different committees and provide opportunities for training for councillors and staff. Cllr Hicks updated on behalf of Cllr Davis. Committee Chairmen were asked to advise how their committees' work could benefit from the remaining £7,500 Thriving Communities grant funding which was to be used by March 2022. The Clerk to circulate the grant criteria and training courses from GAPTC which had been suggested by Cllr Davis. Requests for training to be sent to Cllr Hicks.
- d. Receive updates on Accessibility Audit and Dementia Friendly Bourton. The audit was undertaken on Friday 22<sup>nd</sup> October with many issues highlighted, including the accessibility of the toilets at Rissington Road to be reported to CDC. There were items to be actioned at the GMCC and a presentation would be made to councillors following completion of the report. It was hoped that another group leader would take over the Dementia Friendly Bourton group.
- e. Receive report from defibrillator meeting with Community Heartbeat Trust and consider recommendations to install defibrillator sign and register with WebNos through Community Heartbeat Trust. The CHT had advised not to replace the existing units at The Croft and China Shop at present as both units had recently been supplied with new pads. A plastic sign had been supplied, to be erected on the GMCC above the defibrillator unit. It was proposed that all units in the village were registered with the Community Heartbeat Trust and BoWPC to register with Webnos for online reporting. APPROVED.

**21/123 Community Centre Committee:**

- a. The Committee Chairman presented a short summary from the meeting held on 21<sup>st</sup> October. The Clerk to recirculate information about utility costs for the Budget Workshop and to chase the second contractor's quote for the door at The Cottage.
- b. Rent deposits for Rooms 2 and 3: It was noted that the solicitors had confirmed they were holding these deposits totalling £1,699 and these would be transferred to the Parish Council to comply with new legal requirements. These two amounts had historically been marked in error as part of the Earmarked Reserves so this would be corrected on receipt of the funds from the solicitor.

**21/124 Village Green Bookings:** A late request had been received from Bourton Roadrunners to hold a Charity 10k race on Sunday 27<sup>th</sup> Feb 2022. This was agreed in principle to enable event planning to progress, to be presented as an agenda item in December.

**21/125 Finance & General Purposes Committee:**

- a. The Committee Chairman presented a short summary from the meeting held on 21<sup>st</sup> October.
- b. To receive recommendations from the F&GP Committee on the following and agree further actions:
  - i) Proposal to switch from Lloyds to Unity Trust Bank (Paper 3). APPROVED.
  - ii) Internal Auditor: Proposal to appoint GAPTC auditor for 2021-22 at a cost of £360 (Papers 4a, b, c & d). APPROVED.
  - iii) Updated Expenses Policy (Paper 5a & b). Amendments had been made to the draft as agreed at F&GP. APPROVED.

**21/126 Finance:**

- a. Consider and approve the schedule of payments up to 3<sup>rd</sup> November 2021 (Paper 6). APPROVED.

Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total	
<b>Cheques</b>								
<b>BACS</b>								
267	15/10/2021		HMRC	Staff tax/NI - Oct	1,619.69	0.00	1,619.69	Local Government Act 1972 s.112(2)
271	22/09/2021	41311260	Cotswold District Council	Refuse bags	84.00	0.00	84.00	Local Government Act 1972 s.133
306/326	09/10/2021	7722562/78211	Viking	Stationery	126.26	25.25	151.51	Local Government Act 1972 s.111
313	05/11/2021	1800626077	Gloucestershire County Council	Parking enforcement - July-Sept 2021	4,302.20	860.44	5,162.64	RTRA 1974s.72
314*	19/10/2021	218035228	A Davis	Gazebo	183.29	36.66	219.95	Local Government Act 1972 s.144
315/327	20/10/2021	14166/14175	Chosen Fire Protection	Fire inspection & fire risk assessment	1,146.05	229.21	1,375.26	Local Government Act 1972 s.133
316	19/10/2021	8902	Cotswold & Vale	Electrical repairs	234.55	46.91	281.46	Local Government Act 1972 s.133
322	19/10/2021	36487	LS Chemicals	Toilet consumables	55.34	11.07	66.41	Local Government Act 1972 s.133
323	18/10/2021	GSP822197821	Toolstation	Tungsten Lamp	4.20	0.84	5.04	Local Government Act 1972 s.133
324*	18/10/2021	216607470	A Davis	Toner ink	32.00	6.40	38.40	Local Government Act 1972 s.111
328-331	28/10/2021		P Pulham	Litter picking & war memorial	215.00	0.00	215.00	LGA 1894 s.8(1)
332	29/10/2021		James English	Window cleaning - GMCC	160.00	0.00	160.00	Local Government Act 1972 s.133
333	28/10/2021	30	Pete Scarrott	Village maintenance	105.00	0.00	105.00	Open Spaces Act 1906 s. 9&10
335	30/10/2021	38	Inspire to Aspire	Youth club supervision	683.54	136.71	820.25	Local Government Act 1972 s.137
337	31/10/2021	T234	Bibury	Grounds maintenance - October	1,851.67	370.33	2,222.00	Open Spaces Act 1906 s. 9&10
338	28/10/2021	W2127	Kendall & Davies	Legal fees - Room 2 lease	500.00	100.00	600.00	Local Government Act 1972 s.133
339	28/10/2021	W2128	Kendall & Davies	Legal fees - Flat 1 lease	500.00	100.00	600.00	Local Government Act 1972 s.133
	30/10/2021	PK005	David Perry	Playground inspections for October	88.00	0.00	88.00	LG(MPA) 1976 s.19(3)
<b>DDs</b>								
260	11/10/2021	34022398	Initial	Toilet supplies	150.15	30.03	180.18	Local Govt. Act 1972 s.133
311	29/10/2021	351551955	Lloyds Bank	Bank charges	13.27	0.00	13.27	Local Govt. Act 1972 s.111
305	10/10/2021	2411666	Smartest Energy (Dual)	Electricity charges	441.67	88.33	530.00	Local Govt. Act 1972 s.133
309	18/09/2021	1128496	Crown Gas & Power	Gas charges - Flats	9.33	0.47	9.80	Local Govt. Act 1972 s.133
307	17/10/2021	1128491	Crown Gas & Power	Gas charges - The Cottage	12.65	0.63	13.28	Local Govt. Act 1972 s.133
308	17/10/2021	1128489	Crown Gas & Power	Gas charges - PC	13.20	0.66	13.86	Local Govt. Act 1972 s.133
310	20/10/2021	PSI-0480166	Grundon	Refuse collections	135.78	27.16	162.94	Local Govt. Act 1972 s.133
291	11/10/2021	22804211	TalkTalk	Landline & broadband 26th Aug - 24th Sept & line rental	57.00	11.40	68.40	Local Govt. Act 1972 s.111
312	13/10/2021	1257949	Apogee (Directtec)	Photocopier support	355.87	71.17	427.04	Local Govt. Act 1972 s.111
336	28/10/2021		Castle Water	Water charges - GMCC	68.77	0.00	68.77	Local Govt. Act 1972 s.133
325	04/10/2021		Cotswold District Council	Business rates	624.00	0.00	624.00	Local Govt. Act 1972 s.133
<b>Staff Wages - separate online payments list (paid on 23rd)</b>								
321	23/11/2021		J Herbert	Wages - Nov				Local Govt. Act 1972 s.112(2)
320	23/11/2021		E Webb	Wages - Nov				Local Govt. Act 1972 s.112(2)
319	23/11/2021		C Cooper	Wages - Nov				Local Govt. Act 1972 s.112(2)
318	23/11/2021		S Henley	Wages - Nov				Local Govt. Act 1972 s.112(2)
					18,681.43	2,153.67	20,835.10	

b. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques and Cllrs Hadley and Roberts to authorise the BACS payments.

c. Note the bank reconciliation dated 1<sup>st</sup> October (Paper 7a), the Summary Report dated 25<sup>th</sup> October (Paper 7b) and the Financial Forecast dated 1<sup>st</sup> October (Paper 7c). These documents were noted. The Q2 VAT return for 2021/22 (Paper 7d) was APPROVED.

d. It was noted that the Nest payment was incorrectly listed on the October payment schedule and was £516.98.

e. To consider proposal to create two new Earmarked Reserves from funds in General Reserves:

i) £10,000 for Tree Work, including regular maintenance and actions arising from the current Tree Survey. APPROVED.

ii) £12,500 for GMCC, to cover health and safety, legal fees and work identified from the energy audit. APPROVED.

**21/127 Laptop:** To confirm request to Cllr Davis to return laptop to the Clerk, as purchased from SEN Resilience grant in connection with work with Bourton Street Volunteers (now complete), or to purchase from Council at a cost of £525.00. Cllr Hadley read out an email from Cllr Davis outlining her reasons for retaining the laptop. After discussion it was agreed that, as the laptop was part of the Parish Council assets and there was no policy in place to provide councillors with laptops, the item should be returned. Alternatively, that she was offered the opportunity to purchase the laptop at its current market value on a payment plan up to 6 months in length. This was APPROVED. The Clerk to seek advice on the current value of the item from a local IT contractor and advise Cllr Davis of this option.

**21/128 Remembrance Day Parade:**

a. To agree that the Parish Council will organise and be responsible for a Remembrance Day Parade on Sunday 14<sup>th</sup> November 2021, assisted by the Bourton branch of the Royal British Legion who will coordinate the parade. Cllr Roberts attended British Legion AGM and it was highlighted that the BL would not take responsibility for the parades which need to be covered under Parish Council insurance and this was APPROVED by councillors. Cllr Wragge to send details of a volunteer doing the PA system at the event to the Clerk.

b. To nominate representatives to lay Council's wreaths at the war memorial on Sunday 14<sup>th</sup> November. It was agreed that, as Cllr Hadley was participating elsewhere at the event, Cllr Hicks would represent the Parish Council along with a volunteer from the Youth Club.

**21/129 Platinum Jubilee Event June 2022:**

a. To consider a request by Cllr Hicks to create a Platinum Jubilee Event Working Party to report monthly to Council on progress with event planning and costs. APPROVED.

- b. To consider a request by Cllr Hicks for the Parish Council to underwrite the Platinum Jubilee Event for a total of approx. £10,000 to provide funds for deposits and event costs. To be funded from General Reserves. Expenses to be offset by ticket sales and other income. Event Working Party to provide confirmation of outline costs required for consideration at December Council meeting.

A late paper outlining further details of proposals had been produced and this was read out by Cllr Hicks and discussed with many of the administrative arrangements to mirror those used for the Diamond Jubilee Event in 2012 which was very successful. The paper proposed that the Parish Council use powers under the Local Government Act 1972 s.145 to fund the event. The working group be given the funding as a grant to be paid into a separate bank account for the working party. The RFO advised against this course of action as the account would not be managed by the Parish Council and recommended that an Earmarked Reserve and cost codes were set up under Scribe to account for the income and expenditure. Following discussion, the proposal to open a separate bank account was removed and all other proposals in the paper were APPROVED. A working party budget meeting to take place the following week to discuss accounting arrangements in further detail. The paper requested that the event was covered by the Parish Council insurance and, following discussion, it was proposed that poor weather and cancellation insurance would be taken out. APPROVED.

**21/130 Scheme of Delegation:** To review and approve updated policy document following change from Personnel Sub-Committee to Staffing Committee (Paper 8). APPROVED.

**21/131 Timetable of Meetings 2021-22:** To approve schedule up to and including May Annual Meeting 2022 (Paper 9). It was agreed to add a date for the Annual Parish Meeting of Wednesday 30<sup>th</sup> March at 7pm and all other dates were APPROVED.

**21/132 Reports from representatives on Outside Bodies:** Cllr Davis to provide information at a later date. Cllr Roberts attended Sir Geoffrey Clifton-Brown's flood meeting on 26<sup>th</sup> Oct and had highlighted the blocked drains which were causing flooding but was directed back to GCC Highways. Thames Water had completed work on the sewer lining in Rissington Road.

**21/133 Correspondence:** (Paper 10) The register was reviewed. A late item from CDC on a review of Visitor Information Centres to be added to the December agenda for discussion..

**21/134 Any Other Business:**

- The Council had received congratulations on the new bollards on Rissington Road.
- There had been changes to the arrangements for attendance at Minor Injuries Units and Cheltenham A&E were now back to their previous Covid arrangements.
- Councillors were reminded that their attendance would be appreciated at the Remembrance Day event on 14<sup>th</sup> November.

**21/135 Next Meeting:** To be held on Wednesday 1<sup>st</sup> December 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

**Public Session:** It was noted that the Deputy Mayor of Cirencester had commented on the good work being done by BoWPC.

There being no further business the meeting closed at 21.28 hours.