

Bourton-on-the-Water Parish Council
Minutes of the meeting of the Parish Council held at 7pm on Wednesday 8th June 2022
in the Windrush Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, M Macklin, N Randall, A Roberts, L Wilkins, B Wragge.

In Attendance: Sharon Henley, Clerk/RFO, County Cllr P Hodgkinson (public session only)

Members of Public: 1

The Chairman congratulated the Platinum Jubilee working party for arranging the very successful celebrations over the weekend.

Public Session

County Councillor Paul Hodgkinson echoed the chairman's thanks for the Platinum Jubilee events. At 10am on Sunday 12th on Cotswold Radio he would be playing his interviews with villagers from last Sunday's event.

Covid cases were on the way down but this had started to go up slightly again due to Jubilee weekend and half term so over 75s and the clinically vulnerable were reminded to get a booster.

GCC Highways had been chased up on the proposals made by BoWPC and the TAG Group a few months ago and Cllr Hodgkinson was awaiting feedback.

The A417 missing link project at Birdlip was now signed off with road builders Kier Construction to start preparatory work in January next year.

A reminder for BoWPC Highways Committee to consider small projects that might benefit from the Highways Local Fund of £30k this year.

Cllr Davis noted that many main A roads in neighbouring counties now had a 50mph speed limit instead of 60mph which was still common in Gloucestershire. Cllr Hodgkinson suggested that a request was put forward by BoWPC if this was wanted for the parish.

District Cllr Richard Keeling was unable to be present but had advised that planning application number 20/02144/CLEUD for Valley View Park has been revoked.

22/053 Apologies for Absence: Cllrs L Hicks, P Millett and B Sumner. District Cllr N Maunder and R Keeling and Village Warden Steve Cotton.

22/054 Approval of Minutes:

1. Annual Parish Council Meeting on 4th May 2022. Proposed by Cllr Hadley and seconded by Cllr Roberts. Cllrs Davis and Wragge abstained due to not being present at that meeting. APPROVED by all others present.
2. Extraordinary Parish Council Meeting on 19th May 2022. Proposed by Cllr Hadley and seconded by Cllr Macklin. Cllrs Coventry and Wragge abstained due to not being present at that meeting. APPROVED by all others present.

22/055 Matters arising:

1. GCC Highways responded to a request made via County Cllr Hodgkinson from the Annual Meeting to consider a pedestrian crossing on the High Street. GCC Highways agreed to carry out a site visit to check viability, visibility and space. A survey would be required to quantify demand but if it was to go ahead it would not be this financial year.

22/056 Clerk's Report:

1. Councillors were reminded of the Town and Parish Council Forum on Tuesday 5th July from 6-8pm at Moreton and Tuesday 12th July at Cirencester.
2. The Clerk used delegated authority to order two metal signs for The Naight stating 'no ball games after 8pm' following a request by the Youth and Wellbeing Committee. The cost was £130 from The Wright Signs.
3. The GMCC Asbestos Survey was booked for 13th and 14th June and tenants had been advised. The Clerk was asked to check with the contractor whether any asbestos would be disturbed and therefore remedial work required.

4. The HMRC had written to request further details on the Q4 VAT claim but were satisfied with information supplied and the claim had now been paid.
5. Council to note that the Danfo invoice for £120 for the Platinum Jubilee paid in May was also paid directly by Sue Cretney who had reimbursed BoPWC and requested a refund from the contractor.
6. Benches outside former de la Hayes premises. Cllr Macklin was thanked for cleaning these as a private individual in response to a complaint about bird mess from a resident. The developers for Fullers had confirmed that their client was happy to remove the benches as a gesture of goodwill but only once purchase of the land was complete and ownership of the area had been clarified.
7. The Clerk attended a presentation today from Peninsular who updated on HR & H&S legal matters. They offered a FOC review of some HR-related policies which the Clerk would action prior to bringing to Council in July.

22/057 Planning Committee:

1. The draft minutes of the Planning Committee on 11th May & 1st June were noted.

22/058 Village Environment Committee:

1. The draft minutes of the meeting held on 16th May were noted.
2. Len Hill Memorial, St Lawrence Churchyard:
 - a. To consider advice received in regard to completion of repairs. The original contractor had declined to make good the wall as originally agreed as, in their opinion, the wall required additional work to make it safe. Two additional contractors, a dry stone and mortar waller and a roofing contractor had reviewed the wall on site and recommended making good the wall using traditional materials to comply with the faculty obtained from the Diocese.
 - b. To note that a sum of £720 has been advised for work to date by the current contractor. This did not include the cock and hen topping on the seat for which there would be an additional fee of £180 if accepted.
 - c. To review further contractor quotes received following site meetings with Cllr Roberts and agree further actions. (Papers 1a and b). The Clerk had discussed the conflicting advice from contractors with a chartered surveyor. A full survey and report could be completed by the surveyor for £400-500 but the surveyor also recommended taking advice from a stone walling contractor. Council reviewed the two contractor quotes and selected Matthew Joynes at £680+VAT who is a dry stone and mortar walling contractor. The Clerk to request a quote from Matthew Joynes to complete the cock and hen topping on the seat and to commission the work up to a maximum cost of £180 + VAT. The Clerk to liaise with the Diocese on the final plans prior to going ahead with the work.
 - d. Grass cutting at St Lawrence Churchyard:
 - i. To note that the VEC Committee approved payment of £500 towards a total requested by the PCC of £1,200 for grass cutting to be completed in 2022.
 - ii. To approve payment of the balance of £700 from Contingency or other budget to be agreed. APPROVED from the Contingency budget.
 - e. Zero Waste Statement: Proposal to adopt the following statement for the website and social media "We aspire to be a zero waste community and to keep the Cotswolds tidy. Please support our community reusable programme". Following discussion, councillors agreed that further clarification on the definition of 'zero waste' and how people could help to achieve this was required. The parishioner who made the request to be invited to present to the next VEC meeting before this was brought back to Council for a final decision.

22/059 Highways Committee:

1. The minutes of the meeting held on 16th May were noted.
2. Cotswold Flood Warden meeting on 9th June: To note that Cllr Roberts will attend.

22/060 Youth & Well-being Committee:

1. The draft minutes of the meeting on 9th May were noted.
2. MUGA: To note that Kompan have been instructed to complete the noise-reduction works as soon as possible and parts are currently on order. The contractor had advised an installation time of 8-12 weeks but this was being chased.

22/061 GMCC Committee:

1. First Aid Risk Assessment in accordance with the Health & Safety (First Aid) Regulations 1981: To review document and recommendations as approved by the committee. (Paper 2) Council

APPROVED the risk assessment and the recommendations, including that the Clerk and Assistant Clerk attend a one day first aid course with Cotswold First Aid at a cost of £75 each, certificate to last three years.

2. Lightning Conductor:

- a. To note that recent remedial works by PTSG did not return the structure to a serviceable condition (Paper 3a). The further investigations had shown that the conductor was not of a serviceable design to protect the building.
- b. To consider two quotes for remedial work to install a new surface-mounted lightning conductor (Papers 3b & c) and quote from a third contractor to carry out a re-inspection and testing of the system to determine work required (Paper 3d). Following discussion, councillors APPROVED the third quote from OmegaRed at £212. The company proposed to complete their own inspection and testing and make further recommendations.
- c. To consider quote from the Fire Protection Association for Fire Extinguisher Training at a cost of £700 per half day for up to 24 people. (Paper 3e). The training requirement was highlighted on the Fire Risk Assessment and it was agreed to offer training to staff and tenants with spaces being offered to councillors if available. As the clerk was unable to source any alternative quotes, the FPA quote was APPROVED

22/062 Village Green Bookings: There were no new applications but it was noted that the Caravan Club had previously requested a public space for their band to perform on the afternoon of Sunday 7th August. Cllr Wragge to check whether the area outside the Victoria Hall could be used but otherwise it was proposed that the band was allowed to play near the circular seat with a collection for The Rotary Club. Cllr Hadley declared a non-pecuniary interest as a member of Rotary. The proposal was agreed in principle, to be confirmed at the July meeting.

22/063 Finance & General Purposes Committee:

1. To consider a recommendation from the committee to open a CCLA Public Sector Deposit Fund and invest £85,000 (Paper 4). If approved to agree signatories. This was APPROVED with Cllrs Hadley, Roberts and Davis to be account signatories.
2. To consider the following draft updated documents and policies as recommend by the committee:
 - a. General Risk Assessment Policy 2022-23 (Paper 5a). It was agreed to amend the numbering on item 2c and include the Investment Policy on the list of risk assessments. With those amendments the document was APPROVED.
 - b. Investment Policy (Paper 5b). It was agreed to include a definition of High Credit Rating organisations (AAA) and state that BoWPC 'does not plan' to employ external financial advisors. With those amendments the document was APPROVED.
 - c. Code of Conduct (Paper 5c). This was deferred for the Clerk to seek advice from GAPTC.
 - d. Public Asset Register (Paper 5d). APPROVED.

22/064 Additional new or updated policies and documents for review by Council

1. Standing Orders (Paper 6a). APPROVED.
2. Scheme of Delegation (Paper 6b) including a proposal to increase the Staffing Committee membership to 5 to include the Chairman of the Council. Council APPROVED the proposal along with the draft document.
3. Fire
 - a. Fire Safety Policy (New Policy as per Fire Risk Assessment recommendations) (Paper 6c). APPROVED.
 - b. GMCC Emergency Evacuation Procedures (Updated)(Paper 6d). APPROVED.
 - c. GMCC Tenant Fire & H&S Procedures (Updated)(Paper 6e). APPROVED.

22/065 Finance:

1. Consider and approve the schedule of payments up to 8th June 2022 (Paper 7a). It was agreed to correct the two Multipay Card payments to £3 each with no VAT and following that the list at Appendix A was APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques to sign. Cllrs Hadley and Roberts to authorise the BACs payments.
3. The bank reconciliation dated 30th April (Paper 7b), 31st May (7c), the Summary Report (Paper 7d), Financial Forecast to 8th June 2022 (Paper 7e) and Reserves Report (7f) were all reviewed and noted.

22/066 Platinum Jubilee Event June 2022:

To receive an update report and event costings from the working party (Paper 8). The Chairman of the Working Party gave a verbal update. BoWPC were thanked for their help, particularly the Assistant Clerk. The group had received many positive comments following the events. Provisional figures showed a profit of just over £5,000 to be used for the benefit of the village, projects to be determined. A thank you to the working group and volunteers had been posted on Facebook from BoWPC and would also be included in the Bourton Browser. BoWPC had been offered a gazebo from the event and it was agreed to enquire whether the Youth Club could make use of this.

22/067 Clerk's Delegated Authority: To review current arrangements as approved at the May meeting and agree any amendments as required. It was agreed to continue with the current arrangements which include delegated responsibility to respond to planning applications.

22/068 Cotswold District Council Tourism Levy: To agree projects to be put forward by CDC for public consultation to be funded by this grant. CDC advised that there would be a total of £37,343 available in 2022-23 for parish projects once the cost of the Village Warden had been accounted for in 2022-23. Following discussion, it was agreed to forward the following list of possible projects to CDC: Play area equipment, Village Green maintenance around the war memorial, a feasibility study for water charging to generate electricity for the Victoria Hall, surfacing of the walkway to Lower Slaughter or Periwinkle Bank, village traffic improvements, accessibility audit items, funding for additional parking wardens (usually funded by CDC). Once the benches were removed from the pavement outside the former de la Hayes site an historical statue could be erected.

22/069 To consider funding the Clerk's continued annual professional membership of IOSH (Institution of Occupational Safety & Health) at £148 for 2022-23. This item was considered and APPROVED prior to the Payments List being considered.

22/070 To approve purchase of Charles Arnold-Baker on Local Council Administration 13th edition from SLCC at £137 + postage + VAT. APPROVED.

22/071 To review update from St Lawrence Church PCC on the Fuel Poverty Initiative and agree further actions (Paper 9). The Clerk to write to thank the PCC and advise that unfortunately the necessary skills base was not available within the Parish Council.

22/072 Reports from representatives on Outside Bodies: Cllr Davis reported that Cotswolds National Landscape's Volunteer and Access Lead was to receive an MBE for over 20 years' work with volunteers. The Barnwood Trust were offering training in Activating Accessible Opportunities.

22/073 Correspondence:

1. Police & Crime Commissioner's Open Day in Sept 22. It was agreed not to participate.
2. CDC confirmed that the Community Governance Review that was requested by BOWPC had been approved and the number of Parish Councillors for BoWPC would increase from 11 to 13 from next elections on 4th May 2023. This was in recognition of the increase in the number of electors in the parish over recent years.

22/074 Any Other Business: There was none.

22/075 Next Meeting: The next full Council Meeting will be at 7pm on Wednesday 6th July 2022 in the Windrush Room, The George Moore Community Centre.

Public Session: There were no items.

22/076 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 item is confidential as it relates to a commercial tenancy. As such, the press and public are excluded from this part of the meeting. APPROVED.

22/077 To review request from tenant in connection with rent. (Confidential Papers 10a & 10b). This was reviewed and the tenant was asked to provide further information and the Clerk to update Council at each meeting until the end of the calendar year.

Council considered an additional request (previously circulated) for a sink and freestanding unit at the rear of Room 2 and this was APPROVED subject to agreed stipulations.

There being no further business the meeting closed at 21.00 hours.

Appendix A

22/065 Approved Payments List					
Payee	Item	Net amount £	VAT £	Total £	Cost Code
BACs					
HMRC	Staff tax/NI - May	1,894.43	0.00	1,894.43	Staff tax/NI
Yates Plumbing	Plumbing repairs - Flat 2 tap & disabled flush	172.85	34.57	207.42	GMCC maintenance
James English	Window cleaning	160.00	0.00	160.00	GMCC - window cleaning
Viking	Stationery	23.69	4.74	28.43	Admin/Platinum Jubilee
Gloucestershire County Council	Refund of Digital Innovation Grant	12,000.00	0.00	12,000.00	Health & Wellbeing - Digital Innovation EMR
St Lawrence Church PCC	Grass cutting	500.00	0.00	500.00	Burials/allotments- St Lawrence Churchyard
Toolstation	Cable ties/screws	13.13	2.62	15.75	Play areas/Youth
Treetech	Tree survey	1,107.50	221.50	1,329.00	Village maintenance - Tree works EMR
Cotswold District Council	Springvale rent	1.00	0.00	1.00	Burials/allotments - Springvale rent
Cotswold District Council	Refuse sacks	84.00	0.00	84.00	Admin - refuse sacks
Summer Garden Buildings	Cemetery shed	524.17	104.83	629.00	Burials/allotments - Cemetery shed
The Wright Signs	Signage at Naight	130.00	0.00	130.00	Play areas/Youth - Naight
PTSG	Electrical works	882.82	176.56	1,059.38	GMCC - H&S EMR
S Henley	Refund of subscription to IOSH	148.00	0.00	148.00	Admin - membership subscriptions
Treetech	Tree survey - urgent works	90.00	18.00	108.00	Village maintenance - Tree works EMR
Peter Pulham	Litter picking	210.00	0.00	210.00	Burials/allotments/play areas
Bibury	Summer bedding planting	443.00	88.60	531.60	Village maintenance - planted areas
Bibury	Grounds maintenance	1,851.67	370.33	2,222.00	Village maintenance - grounds contract
Yates Plumbing	Leaking tap at Cemetery Lane allotments	149.80	29.96	179.76	Burials/allotments - Cemetery Lane maintenance
Inspire to Aspire	Youth club supervision	683.54	136.71	820.25	Play areas/youth - youth club supervision
Viking	Stationery	39.72	7.94	47.66	Admin - stationery
RJP Conservation	Graffiti removal at Cemetery Lane	275.00	0.00	275.00	Burials/allotments - cemetery maintenance
Bibury	Repair gravel around tree on Green	160.00	32.00	192.00	Village maintenance - general maintenance

Sue Cretney	Reimbursement of Jubilee Celebration expenses	1,054.39	99.82	1,154.21	Platinum Jubilee Celebrations
Multipay Card					
Co-op	Office supplies	4.20	0.99	5.19	Admin- miscellaneous
Lloyds Bank	Multipay monthly fee	3.00	0.00	3.00	Admin - bank charges
Schools and Educational Services	Fire awareness course	90.00	18.00	108.00	GMCC H&S EMR
Household Appliance Stores	Hanging baskets	80.48	16.10	96.58	Village maintenance - hanging baskets
Lloyds Bank	Multipay monthly fee	3.00	0.00	3.00	Admin - bank charges
Direct Debits					
Crown Gas & Power	Gas charges - PC	135.81	6.79	142.60	Admin - Utilities gas
Crown Gas & Power	Gas charges - Flats - May	72.45	3.62	76.07	Admin - Utilities gas
Crown Gas & Power	Gas charges - Flats - June	29.41	1.47	30.88	Admin - Utilities gas
Grundon	Refuse collections	138.08	27.62	165.70	Admin - refuse collections
Apogee (Directtec)	Photocopier support	97.28	19.46	116.74	Admin- photocopier
Smartest Energy (Dual)	Electricity charges - 1st-30th Apr	441.67	88.33	530.00	Admin - Utilities electricity
Smartest Energy (Dual)	Electricity charges - 1st 31st May	441.67	88.33	530.00	Admin - Utilities electricity
Castle Water	Water charges - Piece hedge	4.17	0.83	5.00	Burials/allotments - Piece Hedge water
Castle Water	Water charges - GMCC	4.17	0.83	5.00	GMCC (invoice amount under query)
TalkTalk	Landline & broadband 28th Apr- 25th May & line rental	62.00	12.40	74.40	Admin - telephone
Cotswold District Council	Business rates	621.00	0.00	621.00	Admin - business rates
NEST	Staff pensions - Apr	549.62	0.00	549.62	Staff - pensions
NEST	Staff pensions - May	560.47	0.00	560.47	Staff - pensions
Staff Wages (paid 23rd of the month)					
S Henley	Wages - Jun				Staff - wages
C Cooper	Wages - Jun				Staff - wages
J Herbert	Wages - Jun				Staff - wages
E Webb	Wages - Jun				Staff - wages
		30,967.98	1,612.95	32,580.93	