

Bourton-on-the-Water Parish Council

**Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 5th April 2023
in the Windrush Room at The George Moore Community Centre**

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

In Attendance: S Henley, Clerk, County Cllr P Hodgkinson, District Cllr N Maunder.

Members of Public: None.

Public Session:

There was no Police Report.

County Cllr Paul Hodgkinson reported:

Cllr Hodgkinson provided clarification on highways proposals which had been reported in last month's Bourton Browser. This was in relation to a proposed Traffic Regulation Order (TRO) which could include 'no entry except for access' signs on some residential streets. Funds were available from CDC's Tourist Levy for one part of the TRO and Cllr Hodgkinson would provide match funding to allow for two separate TROs. GCC Highways had investigated restricting access to Lansdowne, although they would prefer not to restrict access if possible but would be in favour of deterring motorists from entering off the Fosseway. Roman Way and other residential roads would also be part of a restricted access TRO. When proposals had been put together the Parish Council would undertake a public consultation. The A429 Fosseway was being resurfaced near Northleach but there were no timescales for work on the stretch of road to Cirencester.

A Covid Spring booster jab was available for the over 75s and clinically vulnerable.

A review of parliamentary boundaries was underway, but County Council boundaries were being reviewed by the Boundary Commission.

District Cllr Nick Maunder reported:

Cllr Maunder was pleased that the Rissington Road car park had been opened prior to Easter, although there was a delay in the installation of the EV charging points.

Management of the leisure Centre has been re-contracted for a 10 year period.

CDC had approved works to the riverbank for funding by the Tourist Levy, to be instructed by the Parish Council.

Cllr Maunder to chase up the results of the review of management of public open spaces.

The Chairman thanked Cllr Maunder for his time as district councillor for Bourton Village.

Cllr Hodgkinson left the meeting at this point.

22/347 Apologies for absence: Cllr J Jowitt and S Cotton, Village Warden.

22/348 Declarations of Interest: There were none.

22/349 Approval of Draft Minutes of the Parish Council Meeting on 1st March 2023. Cllr Roberts abstained due to being absent from the meeting. Cllr Davis proposed that in item 22/337 the last line should read 'volunteering opportunities' rather than 'volunteers' and this was APPROVED. Following the amendment, the minutes were APPROVED.

22/350 Matters arising: There were none.

22/351 Clerk's Report:

1. Grants: £5,000 had been awarded from the OPCC for Play Rangers in 2023-24 and £1,108 had been received from Moore Friends to fund two additional Play Rangers days through the summer.
2. Code of Conduct training: Cllr Hicks added her name to the list of attendees at an additional cost of £14. GAPTC had yet to confirm on-line training arrangements.
3. idVerde had commenced their grass cutting contract this week.
4. The Clerk's annual leave dates were confirmed.

22/352 Planning Committee:

1. To discuss/vote on any issues raised following the meetings on 15th and 29th March. No additional items were raised.
2. Manor Field: Report following meeting held with landowner's representatives. Cllrs Hadley, Hicks, Macklin, Roberts, Wilkins and the Clerk attended an informal meeting. The landowner's representatives were proposing to circulate a questionnaire to local businesses to gauge their support for a potential planning application for additional days of car park opening. The draft questionnaire was reviewed and the Clerk to advise the representatives that the questionnaire required correction to accurately reflect the car parking opening arrangements that were currently allowed by CDC.

22/353 Village Environment Committee:

1. Hanging Baskets (Paper 1): To consider quote from Plantscape at a cost of £2,297 + VAT to include supply, delivery installation, watering, removal and collection. If approved, to confirm funding sources. The quote was APPROVED, with the budget shortfall to be taken from VEC's General Maintenance budget. The contractor had quoted to supply the baskets in June but a request to be made for installation in May and preferably in red, white and blue colours to reflect this year's Coronation event.
The grounds maintenance contract included the three village planters, but these would also require watering. The Village Warden to be asked if the Cubs and Scouts would be able to assist with this task.
2. Kate's Home Nursing Event 3rd May (Paper 2): To approve Assistant Clerk's participation to inform members of the public about the services offered by the Parish Council in respect of burials.
APPROVED.

22/354 Highways Committee:

1. The next meeting is on 12th April (moved from 17th April).
2. ANPR: To approve data sim charges & ICO fees for 1st Jan-31st Dec 2023 at a total of £1,927 + VAT (as per payments list). APPROVED.
3. GCC Highways: Cllr Roberts to report following meeting on 31st March. Outstanding Highways matters had been discussed which GCC plan to complete this financial year. On traffic flow/parking, GCC were reluctant to put restrictions on Lansdowne and access to other residential roads. The Parish Council would create a village strategy for public consultation. It was noted that a residents' parking scheme would be costly for residents if implemented.

22/355 Youth & Well-being Committee:

1. To discuss/vote on any issues raising following the meeting on 6th March 2023.
2. Play Rangers: To note and ratify an additional session which was held on 5th April following grant funding obtained by Play Gloucestershire. APPROVED. Cllr Hicks reported that the session had been a success and the Co-Op, Dial House and Chip Shed had provided food and drink for the attendees.
3. Youth Club: Update on Cricket Club SLA. Cllr Hicks updated that the Cricket Club hire costs had increased and the new SLA from April 2023 to Summer 2024 would be formally approved at the next YWB Committee meeting on 17th April. There had been discussions about the Youth Club's sole use of the venue which required clarification with the Cricket Club.
4. MUGA: Cllr Hicks to report on site meeting with resident and contractor. The contractor had provided Dave Perry with tools and instruction on how to insert rubber strips to prevent noise and reverberation by the panels. This to be completed on an on-going basis as required. Dave had completed the current work the previous weekend.

22/356 GMCC Committee:

1. Flat 2 (Papers 3a & b): To discuss/approve proposals by the tenant to carry out works to the shower room and bedroom. Tenant to supply labour and materials. The proposals were APPROVED. All items to be left in place when the tenancy ended.
2. To note and ratify work approved by Clerk's delegated authority:
 - a. To clear drains by disabled toilet by DynoRod at £194.17 + VAT. APPROVED.
 - b. Flat 2 oven repair: Final costs were confirmed at £79.17 + VAT and were APPROVED.

22/357 Staffing Committee:

1. Committee Clerk's Computer (Paper 4a): To approve the purchase of a laptop at a maximum cost of £800. Full quote to be provided by Imaginative Solutions. To replace the existing desktop equipment

which is faulty. A quote for a Lenovo laptop at £587.99 was APPROVED with set-up and installation charges at approximately £180 also APPROVED.

2. Absence Policy (Paper 4b): To consider updated policy. Cllr Davis abstained. APPROVED.

22/358 GAPTC Subscription (Paper 5): To approve payment of annual membership fees from 1st April 2023 at a cost of £1,003.10. APPROVED.

22/359 Finance & General Purposes Committee: The next meeting is on 27th April.

22/360 Finance:

1. Consider and approve the schedule of payments up to 5th April 2023 (Paper 6a). Please see Appendix 1. APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. BACS payments to be authorised by Cllrs Hadley and Hicks.
3. To note the bank reconciliation dated 31st March (Paper 6b), the Summary Report (Paper 6c), Financial Forecast to 5th April (Paper 6d), Reserves Report (Paper 6e), Quarter 4 VAT Return (Paper 6f). Noted.
4. Budget-Precept-Investment Statement 2023/24 (Paper 6g): To review and approve. APPROVED.
5. Payroll & Pension Administration: To authorise the continuation of services by Imaginative Solutions for 2023-24 at a cost of £210 per annum. APPROVED.
6. External Audit: To note external auditor and timescales for 2022-23 audit. The Clerk advised that PKF Littlejohn had been appointed as external auditors from 2022/23 to 2026/27. The AGAR submission deadline was 3rd July 2023.

22/361 Tourist Levy Funding: To receive an update following the meeting with CDC on 30th March. CDC had approved Parish Council projects totalling £48,463 and this money had been transferred across, leaving a balance of £16,425 with CDC. The Parish Council had requested an additional £6,690 for repairs to the riverbank which was also approved and these funds would also be transferred to the Parish Council.

It was agreed that the Parish Council would create a wish list for 2023/24 projects to be sent to CDC by 31st May. CDC would undertake a public consultation in June/early July. Funds for agreed projects to be paid across to the Parish Council by 31st October 2023.

Councillors to send ideas for Tourist Levy funded projects to the Clerk by 20th April for discussion at the Extraordinary meeting on 27th April. A list to be agreed at the Annual Meeting on 15th May.

22/362 Elections – Statement of Persons Nominated (Paper 7 – for issue on 5th April): To note CDC document. The notice advised of an uncontested Parish Council election, with 12 councillors being elected unopposed, leaving one vacancy for co-option, possibly at the June meeting. The new councillors would be Sharon Coventry, Amanda Davis, Bob Hadley, Lynda Hicks, Jonathan Jowitt, Leanne Launchbury, Martin Macklin, Andy Roberts, Madan Samuel, Jon Wareing, Len Wilkins and Bill Wragge. All councillors were requested to send updated profiles and pictures for the website to Assistant Clerk.

22/363 Village Green: To consider a request for the Baden Powell Hall Committee to hold a duck race with fundraising, a cake stall and tombola, including 2-3 gazebos on Saturday 5th or Sunday 6th August. Saturday 5th August was APPROVED.

22/264 Coronation Event – The Big Lunch

1. To approve purchase of Coronation mugs as an alternative to the coasters at a cost of £329 + VAT (Papers 8a&b). To purchase 120 mugs to be given to children attending the picnic. APPROVED.
2. To approve event budget for the Working Group (Paper 8c). A maximum spend of £1,500 (net) was APPROVED.

The Big Help Out on Monday 8th May: The Bourton Browser had run an advertisement for volunteering opportunities. Any enquiries were to be directed to the national app which contained the opportunities.

22/365 Committee Meetings: To agree frequency and outline arrangements for meetings to be scheduled from May 2023-April 2024. Full schedule for approval in May. The following frequency was agreed, with meetings to be spread over separate weeks where possible: Youth and Wellbeing Committee to meet every 6 weeks, Highways Committee every 5 weeks, VEC every 5 weeks, GMCC and F&GP Committees every 3 months. Planning Committee to remain at 3 weekly intervals. The third Wednesday in each month to be avoided due to councillor commitments.

22/366 Update on coach park following meeting with CDC: Cllr Hadley updated that the owners of Bourton Vale car park would definitely close the coach park on 31st December 2023. The Cotswold

School had considered taking coaches, but this may prove impractical and was being investigated. CDC's CEO was to be asked if an increase in car parking charges would be considered at the Rissington Road car park to counteract the loss of revenue, to enable a coach parking facility. A discussion meeting had been arranged and the chairman of the Highways Committee would represent the Parish Council. If no coach parking solution could be found, a Traffic Regulation Order would be required to stop coaches entering the village.

In the meantime, obstructions could be reported by calling or emailing the police on 101, preferably with photographs. Councillors were asked to report coaches entering the village to the Clerking team who would write to the coach companies concerned. Parking on double yellow lines would be dealt with by parking enforcement.

22/367 Consultation on division boundaries for Gloucestershire (Paper 9): To consider and agree structure and method for response by 5th June. Councillors were asked to send responses to the Clerk for agreement at 15th May Annual Meeting. The Clerk to ask all local County councillors if they have any suggestions for our response.

22/368 Legionella Management Policy (Paper 10): To consider new policy produced as an action from the legionella risk assessment. APPROVED.

22/369 CDC's Funding Opportunities for Strategic Infrastructure Developments (Paper 11): To discuss options for a funding application by 31st May, to be progressed by the Environmental Action Working Group. A suggestion made at a recent Planning meeting was generating hydro-electricity in the river. It was agreed to progress anything further via the Environmental Action Working Group, for submission to the 15th May Annual Meeting for approval.

22/370 Reports from representatives on Outside Bodies:

Cllr Wragge reported that the Victoria Hall Committee needed new members. At this week's meeting Cllrs Hadley and Roberts and Sue Roberts attended the committee meeting. Roof maintenance may be required and other projects requiring fundraising, so an active committee was required.

Cllr Davis highlighted that Cotswolds National Landscape was moving to Greystones in May.

The Rural Services Network sends out monthly bulletins and it was agreed that Cllr Davis would direct any information from RSN to relevant businesses.

22/371 Correspondence: There was none.

22/372 Items to Note:

Cllr Davis noted that the Co-Op did a deal with local suppliers which resulted in additional produce being available and this had been donated to local charities and foodbanks.

Planning – the government consultation on the proposed extension to permitted rights had been discussed. The Clerk to circulate the paper to all councillors with any comments to be sent to Cllr Davis prior to the next Planning Meeting on 19th April.

Cllr Wragge noted that local foodbanks were short of products which he would monitor.

22/373 Next Meeting: An Extraordinary Parish Council Meeting will be held at 8pm on Thursday 27th April. The Annual Parish Council Meeting will be held at 7pm on Monday 15th May 2023. Both meetings to be held in the Windrush Room, The George Moore Community Centre.

Public Session: There were none present. Cllr Maunder left the meeting at the point.

22/374 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 items are confidential as they relate to employment contracts and legal documents. As such, the press and public are excluded from this part of the meeting. APPROVED.

22/375 Update from the Clerk on signing of legal documents and agree any further actions required.

The Clerk updated on enquiries and a response was awaited from GAPTC.

22/376 Committee Clerk (Confidential Paper 12): To consider recommendations from Staffing Committee. The following recommendations were APPROVED:

Julie Catlow's employment to be confirmed following successful completion of her probationary period. The hours for the post of Committee Clerk to be increased from 8 to 12 hours per week from Monday 17th April 2023.

The existing desktop computer to be replaced by a laptop, as per item 22/357.

There being no further business the meeting closed at 20.59 hours.

Appendix 1 – Payments List				
Description	Supplier	Net £	VAT £	Total £
Drain clearance	Dynorod	194.17	38.83	233.00
Refreshments for APM	J. Herbert	46.54		46.54
Waste management	Grundon Waste Management	153.88	30.78	184.66
Gas charges - PC	Crown Gas & Power	230.67	46.14	276.81
Gas charges - Flats 1 & 2	Crown Gas & Power	54.51	2.73	57.24
Business Rates	Cotswold District Council	624.00		624.00
Water - Springvale allotments 2nd Mar	Castle Water	4.17	0.83	5.00
Water - Piece Hedge Allotments 2nd Mar	Castle Water	4.17	0.83	5.00
Water - Cemetery Lane Allotments 2nd Mar	Castle Water	171.20		171.20
Maintenance of intruder alarm	ADT - invoice & refund	0.00	0.00	0.00
Talk Talk	Phone charges	53.38	10.68	64.06
Gas charges - The Cottage	Crown Gas & Power	69.35	3.47	72.82
Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
High speed network cable	Rhinocables Ltd	4.99	1.00	5.99
Paint and brush	Games Galaxy	4.40	0.89	5.29
Furniture oil for teak	MAC UK Trading Ltd	22.34	4.46	26.80
Replace padlock Youth Club shed	Toolstation	9.01	1.80	10.81
Replace padlock Jubilee Orchard	Toolstation	9.01	1.80	10.81
Bank charges	Unity Trust Bank	6.00		6.00
Monthly fee - Multipay card	Lloyds Bank	3.00		3.00
Water - Springvale allotments 28 Mar	Castle Water	4.17	0.83	5.00
Water - Piece Hedge Allotments 28th Mar	Castle Water	4.17	0.83	5.00
Water - Cemetery Lane Allotments 28th Mar	Castle Water	171.20		171.20
Assistant Clerk Pension	NEST			
Clerk pension	NEST			
Unity Trust	Service charge	62.55		62.55
Scribe Cemetery Package	Scribe	561.60	112.32	673.92
Payroll Services	Imaginative Solutions	210.00		210.00
Sanitaryware collections	Rentokill Initial	154.96	31.00	185.96
Employers Tax/NI	HMRC	1,859.52		1,859.52
Caretaker - April Salary	E. Webb			
Committee Clerk - April Salary	Julie Catlow			
Assistant Clerk - April Salary	J. Herbert			
Clerk - April Salary	S Henley			
Business Rates	Cotswold District Council	654.25		654.25
Membership subs 1st Apr 23 - 31st Mar 24	GAPTC	1,003.10		1,003.10
ICO membership	ICO	35.00		35.00
Photocopier lease 08/05-07/08	Peac Finance	99.00	19.80	118.80
Deposit for Coronation Big Lunch toilets	Sue Cretney	153.00		153.00
Toilet hire for Coronation event - balance	B&W Hire Ltd	382.50	76.50	459.00
First aid cover for Coronation event	Cotswold First Aid	210.00	42.00	252.00
Banners for event	Bannerworld	88.38	17.68	106.06
Electricity charges 27th Feb - 30th Mar	British Gas	1,038.52	207.70	1,246.22
Stationery	Viking Direct	73.62	7.92	81.54

Toilet consumables	LS Chemicals	83.01	16.60	99.61
Window cleaning	James English Window Cleaning	165.00		165.00
Various maintenance tasks	Pete Scarrott	1,125.00		1,125.00
Laying of cobblestones	Bibury	1,573.00	314.60	1,887.60
Data sim ANPR & ICO charges 1st Jan-1st Dec 23	ccc4business	1,927.00	384.00	2,311.00
Flat 2 shower room replacement (parts only)	Bourton Bathrooms & Kitchens Ltd	921.00	184.20	1,105.20
Take down Village Green railings	Bibury	440.00	88.00	528.00
March grounds maintenance	Bibury	1,851.67	370.33	2,222.00
Recruiting & retaining cllrs training, Cllrs Hicks, Davis & Clerk	GAPTC	90.00		90.00
Service & gas cert for 5no. Boilers	AGW Wakefield	400.00		400.00
Various plumbing maintenance items	AGW Wakefield	460.00		460.00
Tracked postage	Royal Mail	1.05		1.05
Condolence card	Post Office Ltd	2.60		2.60
Youth Club replacement shed handles	Rowlinsons Garden Products Ltd	15.00		15.00
Play Rangers Jan-Mar 23	Play Gloucestershire	3,036.50		3,036.50
Youth Club provision	Inspire to Aspire	821.43	164.29	985.72
Play Area Inspections - March	David Perry	110.00		110.00
Litter picking & turn on allotments water	Peter Pulham	195.00		195.00
Photocopier charges Feb	Sharp	25.00	5.00	30.00
Repair oven Flat 2	RW Domestic Appliances Ltd	79.17	15.83	95.00
Totals		27,875.88	2,203.67	30,079.55