

**MINUTES OF THE MEETING
OF BOURTON ON-THE-WATER PARISH COUNCIL
held in the George Moore Community Centre at 6pm on Wednesday 7th July 2021
Residents attended via Zoom and In Person**

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

In Attendance: Sharon Henley (Clerk/RFO)

Joanna Herbert (Assistant Clerk), County Cllr Paul Hodgkinson and District Cllrs Nick Maunder attended via Zoom

Members of Public: 3 via zoom, 2 in person

The Chairman welcomed the new Clerk, Sharon Henley.

Standing Orders were suspended for the following reports and the public session

Police Report: Apologies had been received from the Police and Cllr Hadley read out a verbal report. A replacement PCSO is in training and will join the team in October. The Clerk to circulate the report to councillors.

County Cllr Report: Cllr Paul Hodgkinson reported the following:

- There had been 1400 new Covid cases across Gloucestershire in the last week of which the Cotswolds accounted for c.10%, although Gloucestershire hospitals had not yet reported a large influx of Covid patients. Further Government announcements were awaited on July 19th and all were urged to be vigilant.
- There had been several recent road accidents. Complaints had been received about traffic on Lansdowne, the road closure on Station Road probably being the cause. Discussions were ongoing about lowering the speed limit from Whiteshoots Hill to the industrial estate.
- New car park signage had been installed. Councillors noted that the signs were much smaller than the old ones and Cllr Hadley to send photos.
- Tourist Action Group (TAG) was working on a Village Vision Statement as well as the creation of a new Business Forum to replace the old Chamber of Commerce.
- Each County Councillor to have a Covid Community Grant of £40,000 and he would like some funding to come to Bourton.
- Cllr Roberts raised that the wording of the new sign on the Fosseyway was too small – Cllr Hodgkinson to investigate.
- Cllr Davis mentioned the first Glos Market Towns Forum had comments for the G First LEP Meeting and the Planning Committee had some input for the Green Infrastructure Vision Strategy and Vision Statement for Village.

District Cllr Report: Cllr Nick Maunder reported:

- CDC had installed new bins on the Green. Cllr Hadley had received positive feedback from residents.
- Public toilets – it was proposed to replace the existing cash payment system to take either card or cash with an expected rise in charges from 20p to 30p. Cllr Hicks raised cleanliness of the toilets and thought additional cleaning resource was required – Cllr Maunder to check. Cllr Davis asked about accessible toilet provision and it was confirmed that both sites currently offered this facility but did not include hoists and changing tables.
- Car park Rissington Road - slow processing of on-line card payments was being addressed.
- Recycling bin for tetrapak cartons at Rissington Road – this had been used for other items meaning the container could not go to landfill and Councillors agreed to the removal of the container.
- A £1.2m grant for public sector decarbonisation would put Bourton and Cirencester leisure centres onto green energy and reduce CDC's carbon emissions by 10%.
- CDC's Crowd funding projects - two items had met their funding target.
- Footfall – data was being collated to track and monitor visitor data, comparable with 2019.

A member of the public spoke about the Cotswold Cup community Interest company which offered a service to cut down on disposable cups. They had been part of the CDC crowdfunding project and were pleased to have reached their target with a grant from CDC. Cllr Hadley congratulated the group on work done for the community. Cllrs Hodgkinson and Maunder left the meeting at this point.

21/036 Apologies for absence: Cllrs Coventry and Millett, District Cllr Richard Keeling.

21/037 Declarations of interest in items on the agenda: There were none.

21/038 Minutes of the Parish Council Meeting held on 2nd June 2021:

Cllr Sumner proposed that 21/029 be amended with the following - removal of washbasins "At the end of the tenancy the Council will not require reinstatement" and "Council decided not to approve signature of a Deed of Covenant until next meeting because it had not been presented in time for inclusion in the agenda. It will be held over to the July meeting". Cllr Roberts proposed that 21/029 line 3 to read "18 months". Cllr Davis proposed that 21/027 to read "Cllr Davis to assist the Clerk to refine the distribution list for this area" Amendments proposed by Cllr Hadley, seconded by Cllr Macklin and unanimously APPROVED.

21/039 Matters arising:

- Cllrs Hadley and Hicks met teachers and pupils from Bourton Primary School Year 5 on 9th June in response to complaints about plastic pollution. They advised about new bins in village, discussed further actions being taken by the Council and gave recommendations for actions by pupils.
- To note that the Council's membership of CPRE has been confirmed. Noted.
- Cllr Davis requested a review of Standing Orders to include ex officio membership of committees. To be discussed by F&GP Committee for approval at full Council.

21/040 Planning Committee: Cllr Davis gave a verbal report on the minutes of 23rd June and the following was discussed:

- Consider application 21/02235/TCONR Old Dower House, Foxes Close: T1 - Eucalyptus - Fell - Tree is poor form/Poor union and unsuitable species for location (circulated) and agree Council's response. Cllr Davis proposed that the Council support the felling of this tree, seconded by Cllr Hadley and unanimously APPROVED.
- To note that a Planning Workshop is to be held on Friday 2nd July. A full report will be submitted to the next Planning Committee meeting. Cllr Davis to circulate a draft response to the Green Infrastructure Strategy Report for all councillors for comment due to timescales and Planning Committee to respond.
- To note that the 2013 Decision Notice and supporting documents have been sent to the Manager of Manor Fields. Noted.
- Cllr Davis requested a brief training session on licensing by CDC or GAPTC. The Clerk/Cllr Davis to follow up.
- Cllr Sumner requested that councillors were sent all committee agendas and this was agreed.
- **21/041 Village Environment Committee:** Cllr Roberts as Vice Chairman ran through the minutes from 9th June.
- Christmas Display. To approve a budget of £500 for the purchase of 12 sets of replacement tree lights in accordance with the quote dated 7 June (circulated). Proposed by Cllr Roberts, seconded by Cllr Hadley and unanimously APPROVED.
- To note that the Contract for the Maintenance Operative has been amended as requested by the Committee and started on 1 July 2021. Noted.
- The Coronation benches currently stored in the Cemetery shed – councillors wished to give these to Bourton Vale Cricket Club with a request that they were used and kept within the village. Cllr Davis proposed to gift the benches along with this request and remove them from the Asset Register, Cllr Hicks seconded and APPROVED by a majority vote.
- Christmas Light switching on date – Cllr Davis suggested arranging for the first Saturday in December-to be discussed at a later meeting.
- Signage about dogs on the Village Green - the Clerk to add this to the next Council agenda.
- Cllr Davis noted that she had external contacts for acquiring quarry stone for Clapton Row Green. To be discussed on a future agenda.

21/042 Highways Committee: Cllr Roberts gave a verbal report from the meeting on 14th June.

- Approve a contribution of £500 towards the cost of the bollards on Rissington Road. The work was expected to cost £10,000 with CDC contributing £7,500 and GCC at least £2,000. Cllr Roberts proposed to offer £500, Cllr Randall seconded and unanimously APPROVED.
- Accessibility Audit. Note that one quote (considerably in excess of budget) has been received (circulated) and a second is being sought. It was noted that this had also been discussed by the Y&W Committee. Cllr Davis had met with Inclusion Gloucestershire who produced a much lower quote. As Y&W Committee already had a grant for this work Cllr Davis proposed for that committee to take this work forwards and to work with Inclusion Gloucestershire as the audit provider to work up grant bids. The actual spend to be approved by full Council at a later date. Seconded by Cllr Hadley and APPROVED by a majority vote.
- Cllrs Roberts and Hadley had visited local businesses regarding A-boards and other advertising material and received a largely positive response to their requests.
- Dropped kerb in Copins Court. The Clerk had chased this request with Highways.

21/043 Youth & Well-being Committee: Cllr Hicks gave a verbal report from the 14th June meeting.

- To approve the award of the contract for the new play equipment to Kompan subject to a variation in the specification (a single zip wire instead of a double zip wire) to deliver the project within the agreed budget of £74.4K (circulated). Proposed by Cllr Hicks, seconded by Cllr Hadley and APPROVED.
- To approve revised projection specification from Play Gloucestershire (circulated) to include 5 Stepping Out sessions at cost of (£955), 22 After School play sessions (£5,368) and 2 half day play sessions (£645). Total cost £6,977. The 7th July session had been cancelled which would slightly reduce the cost. Cllr Hicks proposed to accept the specification, seconded by Cllr Davis and unanimously APPROVED. Cllr Davis proposed the Clerk to sign the SLA, seconded by Cllr Hadley and unanimously APPROVED
- To consider giving delegated powers to the Clerk to allow the use of Council's land where no costs are incurred. It was confirmed this would usually be for events at The Naight and Melville and the Clerk would work with the relevant committee chairman. Proposed by Cllr Hicks, seconded by Cllr Hadley and unanimously APPROVED.
- Councillors to notify the Assistant Clerk if they wish to attend a playground inspection seminar in August. David Perry had been booked to attend this session. It was agreed that Cllr Hicks and Davis would attend at a cost of £45 each.
- Cllr Davis was involved in several projects including Dementia Friendly Bourton and was arranging defibrillator training.
- Cllrs Randall and Wilkins raised concerns about the Council's liability in respect of course content when arranging training courses. Cllr Hadley outlined the insurer's previous advice that the training provider should be asked to provide their public, employer and professional indemnity insurance which would cover any training provided.

21/044 Community Centre Committee: Cllr Sumner verbally reported and the following was discussed:

- Approve signing of Deed of Covenant in accordance with the Council Standing Orders (circulated). Cllr Sumner outlined that this was an enabling document so the solicitors could liaise with GCC to progress the matter as around £12,000 was still owed to the Council. Cllr Sumner proposed, Cllr Hadley seconded and it was unanimously APPROVED for the Clerk as Proper Officer and Cllr Sumner to sign the Deed.
- To approve retrospectively the location of CDC's shed. Proposed by Cllr Sumner, seconded by Cllr Roberts and unanimously APPROVED. The Clerk to ensure that CDC were aware of the correct location.

21/045 Village Green Bookings: Noted that there were no new applications to consider.

21/046 Finance:

- Consider and approve the schedules of payments up to 7th July 2021 (circulated). Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
- Authorise cheques to be signed at the meeting and BACS payments to be ratified. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.
- Note the bank reconciliation dated 1st June, the Summary Report dated 1st July and the Financial Forecast dated 1st July (all circulated). Noted.
- Note approval of cost of £25 for GAPTC Training course for Cllr Hicks (approved using Clerk's delegated authority given timescale for booking to be confirmed). Noted.

21/047 Reports from representatives on Outside Bodies: Receive reports, for information only.

Cllr Davis to send reports to the Clerk for circulation and to be included as appendices to the minutes.

21/048 Correspondence: Receive correspondence received since the last meeting and agree actions, as required.

- Cotswold School Year 10 work experience placement. To note a place has been offered on 15/16th and 19/20th July 2021. Noted.
- Superintendent Kath Davis' presentation to GAPTC 27 May (circulated). Attended by Cllrs Davis and Roberts.
- NALC Chief Executive's Bulletin dated 4 June (circulated). Cllr Davis was attending a meeting on the government's 'Levelling Up' proposals. All were invited to submit any ideas to her.
- GCC Highways update re duck sign (circulated).
- Letter about speeding traffic using Meadow Way to be considered by Highways Committee.
- Letter from resident of Clapton Row Green to be considered by VEC Cttee.

21/049 Any Other Business:

- Cllr Wragge noted that voluntary PCSOs were being sought.
- Cllr Davis highlighted the current appeal for foster carers and the CDC Litter Survey to be returned by 6th August.
- Cllr Hadley updated that GCC were looking at removing the new bus shelter on Meadow Way and re-siting near to the school.

21/050 Next Meeting: Wednesday 4th August 2021 at 7.00pm at The George Moore Community Centre.

Public Session: Standing Orders were suspended.

A member of public asked about arrangements for the Queen's 70th Anniversary Celebration and it was confirmed that the VEC Committee would discuss this on 14th July.

There being no further business the meeting closed at 19.53 hours.

CHAIRMAN'S SIGNATURE:..... DATE:.....