

Bourton-on-the-Water Parish Council

Minutes of the Annual Meeting of the Parish Council held at 7.00pm on Monday 15th May 2023 in the Windrush Room at The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman at the start of the meeting), Cllrs S Coventry, A Davis, L Hicks, J Jowitt, L Launchbury, M Macklin, A Roberts, M Samuel, J Wareing, L Wilkins, B Wragge. Cllr Roberts chaired the meeting from his election at 23/001 onwards.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

The Police Report covering the period from 26th Feb to 14th May was read out by the Chairman. There had been 42 recorded crimes during this period with burglaries from outbuildings being a particular problem. The mobile police station would be in Bourton between 10am and 2pm on 27th May.

County Cllr P Hodgkinson sent a report which was read out by the Chairman.

Cllr Roberts was thanked for his notes on the meeting with GCC Highways. Residents had contacted Cllr Hodgkinson about parking issues and overcrowding over the coronation bank holiday weekend.

A meeting was being held with the Cricket Club this week to discuss their concerns over entry to their land and access to parking since the change to CDC's Rissington Road car park entrance. Cllr Roberts would attend.

Coach parking – Cllr Hodgkinson was concerned that this would not be resolved by the end of the year and would be speaking to CDC's CEO over the next couple of weeks.

District Cllr Jon Wareing spoke about traffic issues and looked forward to working with District Cllr Len Wilkins on matters relating to CDC. He had attended a Cotswold Tourism meeting and expressed concern about the ongoing issues with the coach park. The possibility of using Rissington Road car park for coach parking would be explored when CDC's cabinet members were in post.

The Chairman thanked the office staff and councillors who had worked with him during his tenure as Chairman.

Annual Meeting Items

23/001 To Elect a Chairman of the Council: Cllr Roberts was unanimously elected and signed the Declaration of Acceptance of Office. Cllr Roberts proposed a vote of thanks to Cllr Hadley for his hard work over his time as chairman and 8 years on the Council.

23/002 To Elect a Vice Chairman of the Council: Cllr Lynda Hicks was unanimously elected and signed the Declaration of Acceptance of Office.

23/003 Apologies for absence: County Cllr P Hodgkinson. Village Warden Steve Cotton.

23/004 Declarations of Interest: Cllr Hadley declared a non-pecuniary interest in item 23/025 as Director and Secretary of the Bourton Information Centre.

23/005 General Power of Competence: To confirm continued eligibility following May 2023 elections. It was confirmed that the newly elected Council met the qualification criteria of third thirds of elected councillors and a Clerk with a sector-specific qualification. Use of the General Power of Competence was APPROVED for the four-year Council term.

23/006 Co-Option: To agree arrangements to co-opt one additional councillor. Council APPROVED the advertising of the vacant seat with co-option to take place at the July Council meeting. The deadline for receipt of applications by the Clerk to be Wednesday 28th June.

23/007 Governance Documents: To approve the following documents as recommended by the F&GP Committee:

1. Scheme of Delegation (Paper 1):

- a. To approve recommendation from F&GP Committee that the name is changed to Finance and Governance Committee to better reflect its remit. APPROVED.

- b. To approve draft document. The draft document to be amended at paragraph 4.1 to read Finance & Governance Committee. With that amendment the document was APPROVED.
 2. To approve F&GP Committee recommendation to withdraw individual Committee Terms of Reference documents as all information is contained with the Scheme of Delegation document. APPROVED.
- 23/008 To appoint Committee members and Committee Chairman:** Once appointed, only Committee members may vote to appoint their Committee Chairman. The following were APPROVED:
1. Planning Committee: Cllr Hadley (Chairman), Cllr Davis (Vice Chairman), Cllrs Hicks, Macklin, Samuel, Wareing and Wilkins.
 2. Youth & Wellbeing Committee: Cllr Wareing (Chairman), Cllr Hicks (Vice Chairman), Cllrs Coventry, Jowitt, Launchbury, Samuel and Wragge.
 3. Village Environment Committee: Cllr Hadley (Chairman), Cllr Jowitt (Vice Chairman), Cllrs Coventry, Davis, Launchbury, Roberts and Wareing.
 4. Highways Committee: Cllr Wilkins (Chairman), Cllr Macklin (Vice Chairman), Cllrs Davis, Hicks, Roberts, Samuel and Wragge.
 5. George Moore Community Centre Committee: Cllr Roberts (Chairman), Cllr Wragge (Vice Chairman), Cllrs Coventry, Hicks and Macklin.
 6. Finance & Governance Committee: Cllr Roberts (Chairman), Cllr Hicks (Vice Chairman), Cllrs Coventry, Davis, Hadley, Wareing, Wilkins.
 7. Staffing Committee: Cllr Roberts (Chairman), Cllr Hicks (vice Chairman), Cllrs Hadley, Jowitt and Wareing.
 8. IT & Data Sub-Committee: Cllr Jowitt (Chairman), Cllr Hadley (Vice Chairman), Cllrs Samuel and Wareing.

23/009 Representatives on outside bodies (Paper 2):

1. To update current list. The following was APPROVED:
 - Victoria Hall Trust - Cllr Wragge
 - GMTF Glos Mkt Towns Forum – Cllr Davis
 - Cotswold Community Network – Cllr Davis
 - Cotswold Youth Network – Cllrs Hicks and Davis
 - Moore Friends – Cllr Wragge
 - Glos Dementia Action Alliance – Cllr Wragge
 - Dementia Friendly North Cotswolds (inc DF Bourton) – Cllrs Wragge, Roberts and Hicks
 - Glos Older People's Association - Cllr Wragge
 - GRCC Know Your Patch and others – Cllrs Wragge and Davis
 - Flood Wardens – Cllr Roberts (and Jennifer Lanham)
 - Community Safety groups /networks – Cllrs Roberts and Davis
 - GAPTC Annual General Meeting – Cllr appointed each year
 - Cotswolds National Landscape (AONB): Cllr Davis
 - Bourton Trust Fund: Cllr Wragge
 - Bourton Business Network - Cllr Macklin (if PC representative allowable by the group)
2. To appoint two representatives: APPROVED as per the list above.

23/010 Schedule of meetings for 2023-24 (Paper 3): To approve schedule. May dates already approved. The draft list was APPROVED. It was agreed that each committee would review their own dates at the first meeting now that members had been elected.

23/011 Direct Debits & Standing Orders (Paper 4): To approve list of regular payments. The list of existing arrangements was APPROVED.

23/012 Bank Signatories (Paper 5): To review existing arrangements and appoint signatories for 2023-24.

1. Unity Trust Bank: Existing signatories were Cllrs Hadley, Hicks, Davis, Roberts and Coventry. Account Administrators were S Henley (Clerk) and J Herbert (Assistant Clerk). Council APPROVED the continuation of these arrangements.
2. CCLA: Existing signatories were Cllrs Hadley and Roberts with the main contact being S Henley (Clerk). It was agreed to delete Cllr Hadley and add Cllr Hicks as signatory.
3. Redwood Bank (one year bond): Authorised users were Cllrs Hicks and Davis, the Clerk (S Henley) and Assistant Clerk (J Herbert). Council APPROVED the continuation of these arrangements until the bond's expiry in November.

23/013 Annual Subscriptions (Paper 6): To review current list and approve memberships for 2023-24. Subscriptions were APPROVED for 2023-24 to GAPTC, CPRE, SLCC, GPFA, ICCM and Moreton Show (allotments competition). The net cost for these renewals during 2022-23 was £1,508.

23/014 End of Year Accounts and Annual Governance & Accountability Return (Papers 7a-h): To review and approve the following:

1. RFO Report on End of Year (Paper 7a). APPROVED.
2. Income & Expenditure Statement (Paper 7b). APPROVED.
3. Balance Sheet (Paper 7c). APPROVED.
4. To note a £2.86 discrepancy in VAT amount on Scribe and agree a write-off of that amount. This was noted by the Accountant during the end of year process. The write-off was APPROVED.
5. Annual Internal Audit Report (Paper 7d): APPROVED.
6. Section 1 – Annual Governance Statement 2023-24 (Paper 7e). The Clerk read out each individual statement and Council agreed the responses.
7. Section 2 – Accounting Statements 2023-24 and all supporting documentation (Papers 7f & 7g). APPROVED.
8. Notice of Public Rights: To approve dates for inspection of the accounts (Paper 7h). Dates of Monday 5th June to Friday 14th July were APPROVED and the statutory notice to be displayed by the Clerk from Friday 2nd June.

Ordinary Parish Council Meeting items

23/015 Approval of Draft Minutes

1. Parish Council Meeting on 5th April 2023. Item 22/369 referenced ‘generating solar energy in the river’. It was agreed to amend this to ‘hydro-electricity’. With that amendment the minutes were APPROVED.
2. Extraordinary Parish Council Meeting on 27th April 2023. APPROVED.

23/016 Matters arising: There were none.

23/017 Clerk’s Report: To receive update.

1. The Committee Clerk had resigned with her last working day being 2nd June, with annual leave. A meeting of the Staffing Committee would take place at 7pm on Wednesday 17th May to review the role and agree arrangements for advertising the post. Recruitment to be approved by full Council. It was agreed to include a short advertisement about the role in the Browser, with a deadline for applications of Friday 16th June.
2. Clerk’s delegated authority had been used for the following:
 - a. Basket swing at Melville – parts purchased for fitting by Dave Perry. D shackle, pins, bushes at £67.76 + VAT from Wicksteed.
 - b. Faulty emergency exit sign light for outside GCC premises and issue minor works certificate by ER Electrical Services at £116 + VAT.
3. Unity Trust previously advised that they would not be able to facilitate cash deposits at Post Offices after 5th May. A new letter advised that this had been extended to 15th July with a new service being launched by end of August with interim measures in place.
4. GAPTC AGM Saturday 22nd July. A call for resolutions would be added to the June agenda with a Councillor required to attend if a resolution was to be put forward for debate.

23/018 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 19th April. There were no further matters to report.

23/019 Village Environment Committee:

1. To discuss/vote on any issues raised following the meeting on 19th April. There were no further matters to report.
2. To instruct the Clerk to investigate areas of land ownership around The Chestnuts and agree maximum costs. APPROVED with an agreed limit of £250 for Land Registry searches.
Cllr Jowitt left the meeting at 20.14 hours as he felt unwell.
3. To ratify costs from P Scarrott (tbc) of reinstatement of bylaws sign by the river, actioned under Clerk’s delegated authority. APPROVED.

23/020 Highways Committee:

1. To discuss/vote on any issues raised following the meeting on 12th April. An informal Strategy meeting had been held in addition to Highways meeting and notes were circulated. No further matters were raised.

23/021 Youth & Well-being Committee:

1. To discuss/vote on any issues raised following the meeting on 17th April 2023. No further matters were raised. The Youth Club had been cancelled that evening due to Cricket Club unavailability. Alternative venues were being investigated.

Cllr Jowitt re-entered the meeting and then Cllrs Jowitt and Samuel left the meeting. The meeting was briefly suspended at 20.24 hours until the return of Cllr Samuel.

2. To receive and note a report on the MUGA (Paper 8) and agree any further actions required. As per the recommendations it was agreed that a site meeting should be held with Paxweld and Cllrs Wareing, Hicks, Hadley and Roberts to discuss possible remedial works.

23/022 GMCC Committee:

1. To discuss/vote on any issues raised following the meeting on 27th April 2023. No additional items were raised.

23/023 Finance & General Purposes Committee:

1. To discuss/vote on any issues raised following the meeting on 27th April 2023. No additional items were raised.
2. To approve the following updated policies, as recommended by the Committee:
 - a. Data Protection Policy (Paper 9a): It was agreed to insert page numbers and with that amendment the document was APPROVED.
 - b. Financial Reserves Policy (Paper 9b): The Risk Management Schedule for 2023-24 was APPROVED.
 - c. Investment Policy (Paper 9c). It was agreed to insert page numbers and with that amendment the document was APPROVED.

23/024 Finance:

1. Consider and approve the schedule of payments up to 15th May 2023 (Paper 10a). See Appendix 1. APPROVED.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllrs Roberts and Hicks to authorise BACS payments.
3. To note the bank reconciliation dated 30th April (Paper 10b), the Summary Report (Paper 10c), Financial Forecast to 15th May (Paper 10d) and Reserves Report (Paper 10e). The documents were reviewed and APPROVED. It was agreed to review investments and investigate the Unity Trust savings account at the July F&GC meeting.

23/025 Tourist Levy Funding 2023/24 (Paper 11): To agree final list of projects for submission to CDC for public consultation by 31st May. The draft list was reviewed and it was agreed that councillors would meet informally at 2pm on Friday 19th May to finalise wording. The document to be approved by full Council at an Extraordinary Meeting at 6.30pm on Tuesday 30th May.

23/026 CDC Funding Opportunities (Paper 12): To finalise any project proposals for submission by 31st May. It was agreed at the Environmental Action Working Group that there were no suitable opportunities for submission within the timescales.

23/027 Consultation on Division Boundaries (Papers 13a & b): To agree a submission by 5th June. Cllrs reviewed the input received from County Cllrs Hodgkinson and Mackenzie-Charrington. Council APPROVED the submission of a request for 'no change' to the existing boundaries.

23/028 Village Green: To consider any requests for use. There were no items.

23/029 Coronation Event – The Big Lunch: To receive a report from the Working Party. Cllr Wareing reported on a successful event with good weather which was well attended. A first aid report to be sent from the First Aiders to the Clerk. The Parish Council were thanked for their financial support and the Committee were thanked for their work. Cllr Wareing's report for the Browser to be made available in Dropbox following the meeting.

23/030 To approve purchase of an A-Board at a cost of £45 from the SSEN Resilience Fund. APPROVED.

23/031 To approve GAPTC Being a Better Councillor Training Parts 1 & 2 for Cllr M Samuel on Saturday 10th June at a cost of £75.00. APPROVED.

23/032 Reports from representatives on Outside Bodies: Cllr Wragge reported that Cotswolds Radio did another dementia talk which was successful. It was Dementia Awareness Week so a table would be at the Co-Op and other venues to promote this.

23/033 Correspondence: The following responses were APPROVED:

1. Email from resident on various parish matters (Papers 14a & b). The resident to be thanked for their input and advised that the Parish Council was working towards alleviating some of these concerns. In 1999 it was decided following a parish survey that the Cotswold School should open for parking to alleviate congestion. The resident to be invited to attend a Highways Committee or Parish Council meeting.
2. Email on possibility of re-using the old Bourton to Kingham line as a multi-user recreational trail. The individual leading this project offered to meet with the Parish Council and it was agreed to invite him to attend the June meeting.
3. Letter from TV Licensing with reference to purchasing a licence for the Community Centre at an £159 annual cost. The Clerk to purchase a one-year licence.
4. Letter from a local business owner about coach parking. This was read out at the sender's request. The Clerk to advise that the Parish Council is working with CDC to try to resolve the matter.
5. Email on coach parking in Springfield, expressing concern on what arrangements there would be when the current coach parking arrangements come to an end in December. The Clerk to respond to advise that the Parish Council was working with GCC and CDC to alleviate the problem.

23/034 Items to Note:

1. A resident suggested that a public meeting was held to give residents a chance to be heard on matters relating to traffic flow and parking. It was agreed to discuss this at the June meeting, with possible help required at the meeting from an external body.
2. The Moore Road sign was missing. The Clerk was asked to write to CDC to request its reinstatement.
3. The area opposite the Bakery-on-the-Water and adjacent to the war memorial was being used as a taxi rank. Cllr Roberts confirmed that it had double yellow lines and kerb stripes which needed refreshing. Councillors were encouraged to email any photos of parking to GCC Parking.
4. A coach had parked opposite Bourton Vale car park in Station Road, just below the Willoughby Close entrance. The Cllr had spoken to the coach company, but it was confirmed that coaches were legally allowed 5-10 minutes to drop and load.

23/035 Next Meeting: 7pm on Wednesday 7th June 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: There were none present.

There being no further business the meeting closed at 21.21 hours.

Appendix 1

Description	Supplier	Net	VAT	Total
Coffee and milk	Mid Counties Cooperative Society	5.00		5.00
Various maintenance items	P Pulham	190.00		190.00
Wildflowers	Naturescape Wildflowers LLP	275.74	55.15	330.89
Quarterly Play Area Inspections	Kompan Ltd	300.00	60.00	360.00
Waste management	Grundon Waste Management	140.55	28.11	168.66
Copier charges for April	Sharp	25.00	5.00	30.00
Weekly play area inspections	Dave Perry	88.00		88.00
Year end accounting	ACCLC	440.00	88.00	528.00
Delivery of Youth Club	Inspire to Aspire	749.25	149.85	899.10
Stationery	Viking	61.09	12.22	73.31
Milk	Mid Counties Cooperative Society	1.45		1.45
Leaving gift for P Pulham	Fosseway Garden Centre	50.00		50.00
Replace faulty emergency exit sign	ER Electrical Services	116.00	23.20	139.20
Councillor expenses for travel	Cllr Amanda Davis	13.50		13.50
Gas supply first floor flats	Crown Gas & Power	54.83	2.74	57.57
Gas supply The Cottage	Crown Gas & Power	65.36	3.27	68.63
Gas supply PC Accommodation	Crown Gas & Power	165.44	8.27	173.71
Lead box gutter repairs	Heritage Roofing Co Ltd	375.00	75.00	450.00
Phone charges	Talk Talk Business	57.47	11.49	68.96
MUGA ad hoc inspection & report	Gordon Playground Inspections Ltd	300.00	60.00	360.00
Totals		3,473.68	582.30	4,055.98