

**Minutes of a meeting of Bourton on the Water Parish Council**  
**Held at 7pm on Wednesday 4<sup>th</sup> August in the Windrush Room, The George Moore Community Centre**

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

**In Attendance:** Sharon Henley (Clerk/RFO)

**Members of Public:** Three and District Cllrs R Keeling and N Maunder.

**Public Session:**

A report submitted from **County Cllr Paul Hodgkinson** was read out by the Chairman:

1. Covid - the number of positive cases currently in Gloucestershire is now on a downward trend. The latest weekly total is 1578 which is 35% down on last week. The number of hospitalisations remains around 20 in Gloucestershire; this is around 10% of the peak figure in January. It has been announced that all those in the top nine priority cases will receive a booster jab this autumn - with the oldest and most vulnerable getting it first.
2. Roads - the PC's Highways Committee and the TAG traffic working group met last week and agreed a number of points which I have given to Dan Tiffney in Highways. These include an extra bus stop outside the public toilets area, the moving of disabled spaces further into the centre, exploring charging for parking spaces in the centre (but crucially with up to 45 mins free aimed at residents), clearer and added signing for car parks on the A429. We will also wait for the results of the traffic surveys which Highways are undertaking this month and next.
3. The new Covid recovery fund has been launched by GCC. I have circulated details and I have a total of £40k to allocate over the next 4 years. There are specific criteria and I welcome interest from Bourton.

**District Cllr Richard Keeling** reported that the Case Officer on the Valley View Caravan Park planning application was still awaiting a response from the applicant on whether use was for agricultural purposes or caravans. All parties to be reconsulted on the application in due course.

**District Cllr Nick Maunder** reported that interviews were being held for the Village Warden. Parish Councillors confirmed that facilities available for Village Warden at the GMCC were parking and toilets with the Shalom Café able to offer coffee facilities. It had been suggested that all recycling bins in the car park on Rissington Road should be removed as adequate facilities were already in place for households. Concerns were raised by Parish Councillors and it was agreed that the Highways Committee would discuss this matter and respond to CDC.

Cllr Davis raised that Exercise on Prescription was not currently available from GPs. She was keen that the new Village Warden undertook the Dementia Awareness and defibrillator training that was currently on offer.

**Public Session:**

A member of public asked if the hardstanding outside the old De La Hayes restaurant could be used for local events under the direction of the Parish Council. It was confirmed that ownership still needed to be established and Parish Councillors were to meet representatives from Fullers, who had purchased the site subject to contract and planning, to determine their future plans.

**21/051 Apologies for absence:** Cllr Macklin and County Cllr Paul Hodgkinson.

**21/052 Declarations of interest in items on the agenda:** There were none.

**21/053 Approval of Draft Minutes:**

- a. Parish Council Meeting held on 7<sup>th</sup> July 2021: Cllr Hadley proposed, Cllr Hicks seconded and the minutes were unanimously APPROVED.
- b. Extraordinary Meeting held on 26<sup>th</sup> July 2021. The Clerk to seek clarification on the recording of attendance by a member of the public who was a minor. Following this amendment Cllr Hadley proposed, Cllr Roberts seconded and the minutes were unanimously APPROVED.

**21/054 Matters arising:**

- a. Following discussion at the Extraordinary Meeting, Cllr Davis noted that she was trialling livestreaming of the meeting via Facebook. A meeting had been arranged to discuss equipment requirements with the contractor.

**21/055 Clerk's Report:**

- a. Confirmation that meeting dates for Planning and VEC Committees had now changed from 11<sup>th</sup> to 18<sup>th</sup> August.
- b. An Extraordinary Meeting to discuss grant applications was scheduled for Thursday 23<sup>rd</sup> Sept at 6pm.
- c. Email migration for councillors to PC email addresses: F&GP Committee had agreed that this should be completed by 1<sup>st</sup> Oct. Councillors to seek help from the Clerk or other Councillors if required.
- d. CDC's Litter Survey – a draft response was in Dropbox. Any further input to be sent to the Clerk by Friday 6<sup>th</sup>.

- e. The Clerk is on annual leave w/c 9<sup>th</sup> August.
- f. The September Bourton Browser article – councillors to submit items to the Clerk for inclusion by Friday 6<sup>th</sup>.
- g. The Police and Crime Commissioner Roadshows were being held at Moreton Fire College at 6pm on Mon 27<sup>th</sup> Sept. (GAPTC email circulated). Cllr Roberts to attend and other councillors were welcome.
- h. Councillors were reminded about the meeting with the developers of the de la Hayes site on Thursday 5<sup>th</sup> August.

**21/056 Planning Committee:**

- a. The Committee Chairman presented a summary from the meetings on 14<sup>th</sup> and 28<sup>th</sup> July. The Leader of CDC was arranging a meeting with Town and Parish Councils in response to the letter from Quenington PC on the new arrangements for the triage system on planning applications.
- b. CDC Gambling Consultation: To review and approve draft recommendations for response (Paper 1). The draft response had been approved by the Planning Committee: *“To support CDC’s proposed Statement of Principles on the Gambling Act 2005 for 31st Jan 2022 to 30 Jan 2025, with the supporting comment that we were particularly pleased to note the inclusions of paragraphs 14.3 and 14.4 on the protection of children and vulnerable persons”*. Cllr Davis proposed to submit the above response, seconded by Cllr Hadley and unanimously APPROVED.

Cllr Richard Keeling left the meeting at this point.

**21/057 Village Environment Committee:**

- a. The Committee Chairman presented a short summary from the meeting held on 14<sup>th</sup> July. A resident had offered grafting stock to replace trees as required in Jubilee Orchard. The Committee was working on an event for the Queen’s Platinum Jubilee but asked for volunteers from the whole Council.
- b. Village Walkaround 26<sup>th</sup> July: Acknowledge and agree actions at a later date. (Paper 2) It was hoped to clear the unused area at Springvale allotments for additional plots and there would be a review of village signs. To be discussed at the next VEC Meeting.

**21/058 Highways Committee:**

- a. The Committee Chairman presented a summary from the meeting on 19<sup>th</sup> July. PC Escolme had been seconded away, with PC Webb and PCSO Allen currently in place. GCC Highways had been made aware that new signage on the Fosseyway had not helped traffic issues on Lansdowne. A traffic survey being undertaken in the next few weeks. CDC had been asked to undertake air quality monitoring which could reinforce the case for reducing traffic through the village.
- b. Poor drainage by Payne’s footbridge, opp. The Croft: To review quotation from Pete Scarrott to insert a drainage pipe underground and fill in the gully, topping up with cobblestones to match the surrounding area at a cost of £200. In addition, to determine a suitable funding source prior to approval. GCC Highways had been asked to fund this work via County Cllr Hodgkinson. Cllr Roberts proposed to accept the quote and for the Council fund the work if monies were not available from GCC. Seconded by Cllr Hadley and unanimously APPROVED.

**21/059 Youth & Well-being Committee:**

- a. The Committee Chairman presented a summary from the meeting on 19<sup>th</sup> July. Cllr Hicks to chase up Youth Club costs from Inspire to Aspire for approval by Council in September.
- b. Annual Play Area Inspections:
  - i) To approve delegated authority for the Clerk to arrange for works to be completed at Rye Crescent, including to correct loose eyebolts on the swinging bridge at a maximum cost of £1,000. (Papers 3a & b). A quote had been requested. Proposed by Cllr Hicks, seconded by Cllr Roberts and unanimously APPROVED.
  - ii) To note that reports have been circulated and will be fully reviewed by YWC on 16<sup>th</sup> August. It was also noted that Cllrs Hicks and Davis and Dave Parry were attending the Playground Inspection course the following day.
- c. Gloucestershire Dementia Action Alliance Pledge: To review draft document with three point action plan and consider signing and publishing the pledge (Paper 4). Cllr Davis advised that there would be no direct cost to the PC as grant money was held in earmarked reserves which would require return if unused. Cllr Davis proposed to sign and publish the pledge, seconded by Cllr Hicks and unanimously APPROVED.
- d. Accessibility Audit: To consider using £750 from Reserves to extend the audit to cover the centre of the village. To note that the cost of £750 for the outside of the village to be funded from the Thriving Communities Fund grant. To be provided by Inclusion Gloucestershire. District Cllr Nick Maunder suggested using Tourist Tax funds and would investigate. Cllr Davis proposed to complete the work using Reserve funds unless Tourist Tax funds were available. Seconded by Cllr Millett and APPROVED.
- e. GCC Digital Innovation Fund Grant Application: To review and approve draft application (Paper 5). It was anticipated that funding of around £7,500 to £10,000 would be required for the equipment purchase, to be fully grant funded. Proposed by Cllr Davis, seconded by Cllr Hicks and unanimously APPROVED.

- f. GLOW Commitment: To consider adopting and publishing the statement for improvement of public mental health (Papers 6a & b). This had been recommended by the YWB Committee. Proposed by Cllr Davis, seconded by Cllr Coventry and unanimously APPROVED.
- g. Cotswold First Aid - Mental Health First Aid Training Level 1 courses at GMCC: To note spend of up to £3,325 from Community Activity Support Grant. Confirmation of the trainer's insurance had been received and Cllr Davis to circulate to councillors. Cllr Wilkins to submit questions on insurance cover for the trainer to Cllr Davis. The courses were being offered free of charge with room at the GMCC being provided by the Parish Council.
- h. To note Ben Ward of World Jungle is arranging outreach work during August 2021, late evenings. To be fully funded by GCC.
- i. To consider request from Complete Circuits Bootcamp for outdoor fitness bootcamps to be held at The Naight on a Saturday and Wednesday morning from 9.30am for one hour. The request was APPROVED subject to a risk assessment and public liability insurance documents being provided. Installation of the new play equipment in September to take precedence over the activity.
- j. To consider request for erection of a small bouncy castle for 2 hours for 3 children at The Naight on Sun 15<sup>th</sup> Aug at 1pm. Council agreed this should only go ahead if the resident held public liability insurance to cover the event as the Council would not accept any liability.

The Clerk to advise all neighbours of The Naight and the British Legion about installation of the play equipment. Cllr Hicks to draft the letter.

Cllr Davis advised that three defibrillators were becoming obsolete and 50% funding to be budgeted for next year. Cllr Maunder advised of CDC grant funding of £750 per unit available for replacements.

Cllr Maunder left the meeting at this point.

#### **21/060 Community Centre Committee:**

- a. The Committee Chairman, Cllr Sumner, presented a short summary from the meeting on 29<sup>th</sup> July.
- b. Roof Works & Chimney Removal: To note that budget is £17,500, total cost £21,408 + VAT. Balance to be funded from General Reserves. (Paper 7). Additional chimney work had been required, not included in original budget cost. Some making good works were required to the interior ceiling, to be completed by the contractor. Cllr Sumner proposed invoice approval, Cllr Randall seconded and it was unanimously APPROVED. A quote for boiler removal to be added to next year's budget.
- c. Five Year Fixed Wiring Test: To note that costs of £2,056 + VAT to be funded from General Reserves. It was confirmed that these were testing costs only. Cllr Sumner proposed, Cllr Randall seconded and unanimously APPROVED. A quote had been requested for advisory work highlighted on the report.
- d. To approve transfer of IT Committee from GMCC to F&GP Committee (Paper 8). As approved by GMCC Committee. Cllr Sumner proposed, Cllr Roberts seconded and unanimously APPROVED. It was noted that the Committee TOR and Scheme of Delegation would need to be amended to reflect this change.
- e. Purchase of office items:
  - i) To note purchase of additional computer screen using Clerk's delegated powers at £147 + VAT. Noted.
  - ii) Office Chair: To approve purchase at a maximum cost of £175. Cllr Sumner proposed, Cllr Randall seconded and unanimously APPROVED.

#### **21/061 Village Green Bookings:**

- a. To consider application from Bourton Business Network for a Music, Art & Food on the Water event from 17.00-21.30 (set up from 15.00 onwards). (Paper 9) Sat 25<sup>th</sup> September with road closures. This was intended to be primarily for local residents with minimal publicity. Proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED with the group currently looking into events insurance. The event to be published on social media and with a flier.
- b. To consider request for funding of £250 towards the above event (Paper 10). It was agreed to consider this application following proposals to amend the Grants Policy at item (c) under F&GP Committee. Following the amendment Cllr Hadley proposed, Cllr Davis seconded and it was unanimously APPROVED to give a £250 grant. Cllr Davis had requested clarification from the Thriving Communities Grant funders whether these monies could be used, otherwise the grant to be paid from Parish Council grant funding.

#### **21/062 Finance:**

- a. Consider and approve the schedule of payments up to 4<sup>th</sup> August 2021 (Paper 11). Item (d) SLCC subscription was approved prior to consideration of the payments below. Payment approval proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED. Cllrs Hadley and Roberts to approve the bank payments.

Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total	
<b>Cheques</b>								
<b>BACS</b>								
177	22/06/2021	8614	Cotswold & Vale	Electrical works	2,056.00	411.20	2,467.20	Local Government Act 1972 s.133
183	16/07/2021	316261120	Sharon Henley	Computer monitor	134.15	26.83	160.98	LGA 1972 s.111
184	14/07/2021	468	Yates Plumbing	Plumbing works in beauty salon	139.60	27.92	167.52	Local Government Act 1972 s.133
185	14/07/2021		Gloucs & Oxford Playing Fields Assoc	Play inspection training 2 persons 5/8	90.00	0.00	90.00	LGA 1972 s.111
186	12/07/2021	21/002	S. Cretney	Locum fee 1-11/6	1,350.00	0.00	1,350.00	LGA 1972 s.111
194	21/07/2021	3152	Heritage Roofing	Roof works (final invoice)	21,408.00	4,281.60	25,689.60	Local Government Act 1972 s.133
195	14/07/2021	17	Pete Scarlett	Repair of church wall and village maintenance	545.00	0.00	545.00	Open Spaces Act 1906 s.10(b)
198	26/07/2021		James English Windows	Window Cleaning - GMCC	145.00	0.00	145.00	Local Government Act 1972 s.133
199	02/07/2021	PI 0002	David Perry	Playground inspections 10-23/7	66.00	0.00	66.00	LGA 1976 s.19(3)
200-204	30/07/2021		Peter Pulham	Maintenance/litter picking - July	225.00	0.00	225.00	LGA 1894 s.8(1)
205	31/07/2021	17	Inspire to Aspire	Youth club supervision	449.74	89.95	539.69	Local Government Act 1972 s.137
206	01/08/2021	MEM235476-5	SLCC	Membership subscription for clerk	289.00	0.00	289.00	Local Government Act 1972 s.143
	31/07/2021	T160	Bibury Landscapes	Grounds Maintenance for July 2021	1,851.67	370.33	2,222.00	HA 1980 s.96 & LG(MPA) 1976 s.19(3)
	31/07/2021	814590	Wicksteed Leisure Ltd	Annual Play Area Risk Assessments 3 sites	180.00	36.00	216.00	LG(MPA) 1976 s.19(3)
	03/08/2021	Email	Cllr Amanda Davis	Expense claim for (1) mileage to GAPTC AGM (2) ink cartridge (funded from GCC Thriving Community Fund EMR)	55.65	0.00	55.65	Local Government Act 1972 s.174(MA)(E) R2003 SI 2003/1021 & LGA 1972 s.111
<b>DDs</b>								
188	29/07/2021	34357324	Lloyds Bank	Bank charges	10.40	0.00	10.40	Local Gov. Act 1972 s.111
178	10/07/2021	2341182	Smartest Energy (Dual)	Electricity charges	441.67	88.33	530.00	Local Gov. Act 1972 s.133
180	17/07/2021	1077713	Crown Gas & Power	Gas charges - Flats	23.87	1.19	25.06	Local Gov. Act 1972 s.133
181	17/07/2021	1077711	Crown Gas & Power	Gas charges - The Cottage	11.22	0.56	11.78	Local Gov. Act 1972 s.133
182	17/07/2021	1077709	Crown Gas & Power	Gas charges - PC	20.98	1.05	22.03	Local Gov. Act 1972 s.133
179	20/07/2021	PSI-0428258	Grundon	Refuse collections	152.98	30.60	183.58	Local Gov. Act 1972 s.133
157	11/07/2021	22471896	TalkTalk	Telephone charges	57.48	11.50	68.98	Local Gov. Act 1972 s.111
187	25/07/2021	1232823	Apogee (Directec)	Photocopier support	79.72	15.94	95.66	Local Gov. Act 1972 s.111
151/205	30/07/2021		NEST	Staff pensions - July	473.12	0.00	473.12	Local Gov. Act 1972 s.112(2)
197	21/07/2021	1084732	CPRE	Annual subscription	36.00	0.00	36.00	Local Gov. Act 1972 s.133
196	05/07/2021		Cotswold District Council	Business rates	624.00	0.00	624.00	Local Gov. Act 1972 s.133
<b>Staff Wages - separate online payments list (paid on 23rd)</b>								
192	23/08/2021		J Herbert	Wages - Aug				Local Gov. Act 1972 s.112(2)
191	23/08/2021		E Webb	Wages - Aug				Local Gov. Act 1972 s.112(2)
190	23/08/2021		C Cooper	Wages - Aug				Local Gov. Act 1972 s.112(2)
189	23/08/2021		S Henley	Wages - Aug				Local Gov. Act 1972 s.112(2)
					35,650.67	5,393.00	41,043.67	
<b>* paid between meetings</b>								

- Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Payment of BACs proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED.
- Note the bank reconciliation dated 1<sup>st</sup> July, the Summary Report dated 30<sup>th</sup> July and the Financial Forecast dated 30<sup>th</sup> July and VAT Return Q1 (Papers 12a, b, c & d). Noted.
- Society of Local Council Clerks (SLCC) Subscription: To consider request by the Clerk for payment of annual subscription due 1<sup>st</sup> August at a cost of £289, as recommended by F&GP Committee. Proposed by Cllr Hadley, seconded by Cllr Coventry and unanimously APPROVED.
- SLCC Virtual Training Seminar, 8<sup>th</sup> Sept: To consider request by the Clerk to attend at a cost of £54. Proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED.
- Purchase of Laptop: To note that budget of £645 is available for purchase of additional laptop for GMCC to be funded from SSEN Resilience Grant.

#### 21/063 F&GP Committee

- Committee Chairman, Cllr Hadley, presented a summary from the meeting on 29<sup>th</sup> July.
- Review of Policies: To note that the following are in the process of review, to be presented to Council in September - Standing Orders 2021 and Financial Regulations 2021.
- Grants Policy 2021 (Paper 13): To review and approve draft document or agree further amendments. Additional wording had been added to enable more flexible arrangements to give grants across the year. The Clerk to correct a small typo in the new wording and following amendment Cllr Hadley proposed approval, Cllr Bryan seconded and the draft was unanimously APPROVED.

#### 21/064 Reports from representatives on Outside Bodies: Cllr Davis reported:

- GAPTC AGM in July – the BoWPC resolution to recognise parish and town councils as the most important local community voice for the people had been passed. There would be a national campaign for P&TCs to be listed on the .gov.uk website.
- Barnwood Trust: There had been a focus groups for parents of children with disabilities.
- The All Party Parliamentary Group: A discussion meeting had taken place on ‘Levelling Up’.

#### 21/065 Correspondence:

Residents had written in about tents on the Village Green, grass cutting, and speeding traffic. A request for filming had been responded to. The Moreton Show were asking for Allotments entries but this had arrived too late for the agenda.

**21/066 Any Other Business:** Cllr Randall had spoken to several visitors who expressed concerns about the number of visitors to the village.

**21/067 Next Meeting:** To confirm that the next meeting of Bourton on the Water Parish Council will be held on Wednesday 1st September 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were no requests to speak.

### **21/068 Confidential Session**

- a. 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 related to Staffing Matters. As such, the press and public are excluded from this part of the meeting. Proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED. The members of public left the meeting.
- b. To receive a written report from the Locum Clerk. (Confidential Paper 1).
- c. To discuss and agree any actions required. The Clerk and Councillors discussed recommendations in the report and they were noted.

There being no further business the meeting closed at 21.31 hours.