

## **Bourton-on-the-Water Parish Council**

**Minutes of a meeting of the Parish Council held at 7pm on Wednesday 2<sup>nd</sup> March 2022**

**in the Windrush Room, The George Moore Community Centre**

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

**In Attendance:** Sharon Henley (Clerk), District Cllr N Maunder.

**Members of Public:** 1

### **Public Session:**

County Cllr Paul Hodgkinson submitted a report which was read out by the Chairman:

- Covid cases were falling gradually from a high level.
- Council tax - GCC voted through an increase of 2.99%. Cllr Hodgkinson's group proposed a £250k increase in the amount of money going to 20mph schemes in the county plus an extra £100k to TROs in the county and these were supported.
- Highways - there was a lot of damage done to trees, vegetation and signage during the two storms in the last week. Residents should use the 'report it' facility on the GCC website for reporting any issues.
- The TAG traffic flow and parking team to meet Cllr Roberts to discuss parking charges in the village centre. Proposals are to allow the first period free to help locals and 'residents only' access to some residential streets. Following that meeting, Cllr Roberts to discuss proposals with the Parish Council.
- GCC Highways had been chased for responses to various queries from Cllr Roberts.
- Platinum Jubilee - GCC provided a grant to the Platinum Jubilee events for the village.
- A query was raised at the meeting about the lack of enforcement for night-time parking on double yellow lines on Station Meadow. The Clerk to email Cllr Hodgkinson to seek his support.

District Cllr Nick Maunder reported:

- The Police had sent a message of reassurance about the tragic events of that morning in Bourton.
- Rissington Road car park patching work and blocked culvert work on the road were complete.
- The Dower House planning application – CDC's Planning Committee site visit had taken place, and this application to be discussed at CDC's Planning Committee meeting on 9<sup>th</sup> March. BoWPC had been invited to attend.
- There had been no decision on the Smiths planning application.
- Residents had made contact about the Ebley planning application and Cllr Maunder was liaising with the Planning Officer on their concerns.
- The Countrywide site was for sale and it was possible that this could be sold for housing. Cllr Maunder asked whether BOWPC thought there could be a strategic use for this land, possibly in partnership with the District Council. BOWPC had made a strong case in the past for retail use. Cllr Davis highlighted that this site was included in the existing and Local Plan currently under consultation. Cllr Maunder was asked to investigate the possibility of the site being purchased jointly by the District and Parish Councils to avoid it being used solely for housing. It was thought the current cost of the site was around £4m.

**21/207 Apologies for absence:** Cllrs Macklin, Millett and Sumner. County Cllr Hodgkinson, District Cllr Keeling.

**21/208 Declarations of interest in items on the agenda:** Cllr Hicks declared an interest in 10b as a supporter of Kate's Home Nursing.

**21/209 Approval of Minutes:** Parish Council Meeting held on 2<sup>nd</sup> February 2022. Proposed by Cllr Hadley, seconded by Cllr Coventry and unanimously APPROVED.

**21/210 Matters arising:** There were none.

### **21/211 Clerk's Report:**

- a. The £10,000 grant funding from CDC for the new play equipment had been received.
- b. A reminder of Carbon Neutral Northleach – Cotswold Energy Saving Exhibition with speakers at The Westwoods Centre, Northleach Thursday 24<sup>th</sup> March from 3pm-8.30pm. Free community event.

### **21/212 Planning Committee:**

- a. The minutes of the meetings held on 9<sup>th</sup> and 23<sup>rd</sup> February were taken as read.
- b. It was noted that Cllr Hicks had resigned from the Committee. Cllr Hadley proposed Cllr Roberts as a new member and this was seconded by Cllr Davis and APPROVED. It was agreed to elect a Vice Chairman at the next committee meeting.

- c. CDC Local Plan & SHELAA Consultation: There would be an Extraordinary Council Meeting at 6pm on Wednesday 16<sup>th</sup> March to agree the Council's response. Councillors were invited to attend CDC's T&PC meeting at Moreton on 9<sup>th</sup> March from 6.30-8.00pm.
- d. The following responses were agreed to the planning and licensing applications:

Application No.	Address	Proposal
<a href="#">21/04537/FUL</a> & <a href="#">21/04538/LBC</a>	De La Hayes Restaurants, High Street, Bourton-On-The-Water GL54 2AP	Erection of plant room, bin store, condenser housing units, service yard gates, cedar pergola; extension of external store; levelling of internal floor; creation of new cellar area; changes to existing WC's; new entrance doors; removal of existing blockwork walls; alterations to roof and fascia signage and associated works
Comments		
<p>The Parish Council objects to this application for the following reasons:</p> <ul style="list-style-type: none"> <li>• The direction of new filtered air and odours is now near the Motor Museum holiday lets.</li> <li>• The noise from delivery lorries and distance to the cellar.</li> <li>• The length of delivery vehicle should be checked because of loading/unloading restrictions. Note the bus stop has a prohibition for local buses only between 7am to 7pm which would stop delivery lorries parking there. There are 'no loading' kerb stripes all the way around the building so access for deliveries needs improving for delivery vehicles to get off the road.</li> <li>• We have concerns about the narrow gateway to rear area, could this be widened? We note that the drawing is wrong in respect of the gate.</li> <li>• We request that the fascia and exterior lighting is in-keeping and sympathetic to the surroundings.</li> <li>• We are concerned about the number of covers as it appears excessive.</li> <li>• We request that no music should be played outside, either amplified or live.</li> <li>• Although not part of the purchase, we would like to see a condition that the tables outside the front are removed.</li> </ul>		
<a href="#">22/00538/FUL</a>	Birdland Park, Rissington Road Bourton-on-the-Water GL54 2BN	Change of use from Display Centre to Cafe' / Restaurant
Comments		
The Parish Council supports this application.		
<a href="#">C/22/00157/PRMA</a>	Fuller Smith & Turner plc for St Kevins, High Street, Bourton-on-the-Water	New Premises Licence (former de la Hayes site)
		09/03/2022
Comments		
The Parish Council has no objection to the alcohol licence as long as there are no off-sales for alcohol.		

#### 21/213 Village Environment Committee:

- a. The minutes of the meeting held on 9<sup>th</sup> February were taken as read.
- b. Clearance of Springvale Allotments: The quote from Tretech for £1,221.02 + VAT (Paper 1) was considered and APPROVED. To be funded from the Thriving Communities Fund Earmarked Reserve. It was suggested that those parishioners interested in community gardening could be contacted in respect of preparing the ground for allotments. Bark chippings from the Jubilee Orchard could be used.
- c. Tree Survey:
- Additional survey of approx. 123 no. trees which were not covered by the 2021 Tree Survey (Paper 2a).
  - Quote from Tretech at £1,107 + VAT (Paper 2b). To be funded from Earmarked Reserves for Tree Work.
- Items (i) and (ii) were both considered and APPROVED.

- d. Scribe Cemetery Package: (Paper 3) Quote as from 1<sup>st</sup> April from approved budget at £468 annual subscription and £200 set up fee, total £668 + VAT. In addition, to take up offer of one month's free subscription as from March 2022 to initiate training for Assistant Clerk. Following discussion on costs it was agreed to defer a decision to a future VEC meeting. Cllr Hadley highlighted the importance of digitalisation of existing and future burial records which were currently held as hard copies.

**21/214 Highways Committee:**

- a. The minutes of the meeting held on 14<sup>th</sup> February were taken as read. It was noted that the meeting planned for 14<sup>th</sup> March would be cancelled due to being inquorate.

**21/215 Youth & Well-being Committee:**

- a. It was noted that the Committee Meeting scheduled for 14<sup>th</sup> February was cancelled due to being inquorate.
- b. Commissioner's Fund 2022/23: It was noted that a grant funding application for Youth Club funding had been submitted as agreed.
- c. Youth Club shed replacement: Purchase of Yardmaster Apex Metal Shed and Plastic Pro Base at £291 + VAT + wooden floor base at an approx. cost of £400, total c.£691 +VAT (Paper 4). Pete Scarrott to be instructed to carry out installation. To be funded from the Thriving Communities Fund Earmarked Reserve. The existing shed had been emptied as it was no longer fit for purpose. APPROVED.
- d. Tree in Jubilee Gardens: This was covered by the Platinum Jubilee report.  
The Clerk to chase a date for the Accessibility Audit meeting.  
It was noted that Changing Places toilets had been proposed for Birdland or the leisure centre and discussions were taking place at CDC.

**21/216 GMCC Committee:**

- a. The minutes of the Committee Meeting held on 17<sup>th</sup> February were taken as read.
- b. The Cottage: Quote from ASG UK of £445.67 + VAT to supply and install a replacement door closer (Paper 5). To note that the previously approved quote could not be fulfilled by the contractor. To be funded by GMCC Earmarked Reserves. APPROVED.
- c. Fire Risk Assessment Actions: Council reviewed the Committee's recommendations for the following works to be funded by GMCC Earmarked Reserves. As per the Fire Risk Assessment Action Plan (Paper 6a):
- i. To note that a thumbturn lock was installed on GCC accommodation by Armadillo locksmiths whilst on site at an approximate cost of £30, as per recommendations. Item 2.2 FRA Action Plan.
  - ii. Installation of 1 no. emergency bulkhead light fitting at the bottom of the basement steps by Cotswold & Vale at £245.96 + VAT (Paper 6b) Item 2.
  - iii. Additional items identified by Cotswold & Vale during site visit: Replace existing floodlight above fire exit door to outside, adjacent to basement steps, as faulty. Replace faulty motion sensor controlling the bulkhead light located above the basement steps. Cotswold & Vale £238.15 + VAT (Paper 6c)
  - iv. Dorgard Fire Door Retainers 4 no. Required at a total cost of £392.60 + VAT. Flat 1 x 2, Room 2, AC Office (Paper 6d) Item 5.2.4.
  - v. On-line Fire Safety and Fire Warden Training: 2 training courses each for 3 staff at an approximate (Paper 6e) Item 5.9.3 on FRA, category B. Total £90.00.
  - vi. Inspection & Testing of Lighting Protection: PTSG at a cost of £142 + VAT (Paper 6f) Item 5.11.3
- Items (i) to (vi) were discussed together and APPROVED.
- d. Electricity Contract: To note that the approved tariff from Smartest Energy has expired prior to take-up. To consider Corona Energy's 3 year tariff as the cheapest longer-term option, or if not available, to authorise the Clerk to accept the cheapest option available at the time. (Paper 7). APPROVED.
- e. GMCC Covid Risk Assessment for Hirers (Paper 8): It was noted that the documents had been updated in line with government guidance.

**21/217 Village Green Bookings:** A request from St Lawrence Church to hold a Carols on the Green service by the Christmas Tree at 6pm on Sunday 11<sup>th</sup> December 2022 was APPROVED.

**21/218 Finance & General Purposes Committee:**

- a. The minutes of the Committee Meeting held on 23<sup>rd</sup> February were noted.
- b. Documents and Policies:
- i) Complaints Procedure (new policy) (Paper 9a)
  - ii) Vexatious Complaints & Requests Policy (new policy) (Paper 9b)
  - iii) Financial Reserves Policy – Risk Register March 2022 (updated policy) (Paper 9c)
- Items (i) to (iii) were reviewed and APPROVED.

It was agreed to review the level of investments at Unity Trust and the Investment Policy in the future.

- c. Fixed Asset Register: It was noted that Clerk's laptop had been added. The Clerk initially suggested that the Register was amended to include only items above £500 which are covered by insurance. However, following advice from the insurer it was agreed to keep the current format. A final version to be presented for approval at the Extraordinary Council Meeting prior to year-end.
- d. Internal Audit:
  - i) The Internal Auditor's report (Papers 10a & b) was noted and accepted.
  - ii) The Clerk's Internal Audit Action Plan 2021-22 (Paper 10c) was APPROVED for action.
- e. Application for a Multipay Card for the Clerk: As previously approved by F&GP Committee. Council considered a request by the Clerk/RFO that the application should increase the previously agreed amount of credit per month from £500 to £1,000. This was to reflect the increase to £1,000 in Clerk's delegated authority emergency spending limit as agreed at the February Council meeting. APPROVED.

## 21/219 Finance:

- a. The schedule of payments up to 2<sup>nd</sup> March 2022 (Paper 11a) was APPROVED.

Payee	Item	Net amount	VAT	Total
HMRC	Staff tax/NI	1,784.06	0.00	1,784.06
James English	Window cleaning - GMCC	160.00	0.00	160.00
St Lawrence Church	Grass cutting	500.00	0.00	500.00
David Perry	Playground inspections	66.00	0.00	66.00
Maydays	Cleaning - GMCC - Oct-Dec	1,620.00	324.00	1,944.00
Central Design Ceramics	Jubilee celebration mugs	1,181.00	236.20	1,417.20
Treetech	Tree cutting - Jubilee Orchard	393.75	78.75	472.50
GAPTC	Internal audit	360.00	0.00	360.00
Bibury	Village maintenance	1,851.67	370.33	2,222.00
Bibury	Cemetery maintenance	755.00	151.00	906.00
Yates Plumbing	Plumbing works - GMCC	94.80	18.96	113.76
L S Chemicals	Toilet consumables	83.01	16.60	99.61
Armadillo Locksmiths	Locksmith services for GMCC	1,006.71	201.33	1,208.04
Armadillo Locksmiths	Locksmith services for The Cottage	315.66	63.13	378.79
ADT	Alarm system maintenance	206.14	41.23	247.37
Greenfields Garden Services	Repair of log roll, Rye Crescent	855.12	171.02	1,026.14
Inspire to Aspire	Youth club supervision	683.54	136.71	820.25
Pete Scarrott	Repair riverside wall/clear drain at Jubilee Garden	75.00	0.00	75.00
Pete Scarrott	Grave levelling	455.00	0.00	455.00
Peter Pulham	Litter picking	180.00	0.00	180.00
Viking Direct	Stationery and Paper Tissue	30.50	6.10	36.60
Kendall & Davies	Lease of The Old Chapel	500.00	100.00	600.00
<b>Direct Debits</b>				
Lloyds Bank	Bank charges to 9th Jan	26.11	0.00	26.11
Smartest Energy (Dual)	Electricity charges - 1st-31st Jan	441.67	88.33	530.00
Crown Gas & Power	Gas charges - Flats	113.75	5.69	119.44
Crown Gas & Power	Gas charges - The Cottage	91.48	4.57	96.05
Crown Gas & Power	Gas charges - PC	290.29	58.06	348.35
Grundon	Refuse collections	138.52	27.70	166.22
TalkTalk	Landline & broadband 24th Dec - 23rd Jan & line rental	57.00	11.40	68.40
Apogee (Directtec)	Photocopier support	104.97	20.99	125.96
Apogee (Directtec)	Photocopier toner	7.50	1.50	9.00
NEST	Staff pensions - Feb	553.65	0.00	553.65
Lloyds Bank	Bank charges 9th Jan to 4th Feb	17.37	0.00	17.37
Cotswold District Council	Business rates	624.00	0.00	624.00
Castle Water	Water charges - Springvale	3.61	0.00	3.61
<b>Salaries</b>				
J Herbert	Wages - Mar			
E Webb	Wages - Mar			
C Cooper	Wages - Mar			
S Henley	Wages - Mar			
<b>Totals</b>		<b>20,520.91</b>	<b>2,133.60</b>	<b>22,654.51</b>

Power to spend is General Power of Competence in all cases.

- b. Approval of cheques and BACs payments: There were no cheques to be signed. It was agreed that Cllrs Hadley and Roberts would approve the BACs payments.
- c. Note the bank reconciliation dated 31<sup>st</sup> January 22 (Paper 11b), the Summary Report (Paper 11c) and the Financial Forecast to 2<sup>nd</sup> March 2022 (Paper 11d). These reports were noted and APPROVED.

### **21/220 Platinum Jubilee Event June 2022:**

- a. To receive an update from the working party (Paper 12a). Council received the report, including the following requests which were APPROVED:
  - Use of the full GMCC car park on Sunday 5th June so spaces may be allocated to volunteers and a small number of village centre business staff who will be unable to access their premises that day;
  - Permission to locate an Information Kiosk on the Village Green Friday to Sunday to: sell tickets for the Open Gardens event; distribute and receive competition entries; sell Jubilee mugs on behalf of the Council; provide information to the public on the various activities.
  - Permission to plant a Cherry Blossom tree and commemorative plaque in Jubilee Orchard (location and planting to be coordinated with the assistance of the Council's Tree Warden), with costs to be borne by the Jubilee Working Group. NB It was confirmed that the tree was not a cherry blossom, species tbc.
- b. To approve updated budget (Paper 12b). This was reviewed and APPROVED.  
The Chairman thanked the committee for their work to date.

**21/221 BTAG (Bourton Tourist Action Group):** Jon Wareing updated on the new Working Group. He had been unable to arrange a meeting with Committee Chairmen, but it was agreed that he would work on draft Terms of Reference to circulate for review.

**21/222 Bourton Circular Walks:** (Paper 13) Councillors APPROVED the proposals. The feedback for Cotswolds National Landscape was that they were a good way of moving people away from the Village centre. A parishioner was providing the requested historical information.

**21/223 DEFRA Consultation on the Glover Landscape Review and invitation from the Green Lanes Environment Movement (GLEAM)** (Papers 14a & b). Councillors wished to support the campaign against off roading on Green Lanes. Cllr Andy Roberts was asked to respond to the survey on behalf of BOWPC.

**21/224 Clerk's Delegated Authority:** It was agreed that the full delegated authority agreed during Covid was no longer required and that this should now be ended. The exception was delegated authority to respond to planning applications due to fewer planning meetings taking place in March. This to be reviewed at the April meeting.

**21/225 Armed Forces Covenant:** (Paper 15) Councillors were in favour of re-signing the covenant on the 10 year anniversary of original signing. It was agreed that Cllr Roberts would attend the Virtual event on 16<sup>th</sup> March from 2-4pm to represent the Council.

**21/226 Annual Parish Meeting at 7pm on Wednesday 30<sup>th</sup> March:** The agenda was to include the standard agenda items with committee chairmen also reporting. The Chairman to present on the responsibilities of the Parish Council and highlight that the TAG group were to work on a Community Plan. Representatives from local organisations to be invited to speak. Wine, soft drinks and nibbles to be served.

**21/227 GAPTC Training:** It was agreed that the Clerk and Cllr Roberts would attend Planning in Plain English on Wednesday 27<sup>th</sup> April at a cost of £35 per person. Councillors to contact the Clerk if they had any additional requests.

### **21/228 Reports from representatives on Outside Bodies:**

Cllr Roberts reported that the Dementia-Friendly Group had been canvassing local businesses to promote awareness and problems with dementia to help businesses react to people coming into their premises. There would be an Awareness Session in April.

Cllr Davis attended the Board meeting of the Cotswolds National Landscape. The Glover review was discussed and ways of attracting a more diverse cross-section of visitors to the Cotswolds. Rural transport was currently a block to visiting.

Cllr Wragge reported that Moore Friends would be finishing in 2024. Cotswold Friends urgently needed more volunteer car drivers.

### **21/229 Correspondence:**

- a. Members of the Caravan and Motorhome Club were seeking opportunities for their band to play between 4<sup>th</sup> and 6<sup>th</sup> August (Paper 17). Cllr Wragge agreed to ask the Victoria Hall if there would be an opportunity to play outside the hall.

### **21/230 Any Other Business:**

- a. Cllrs Hadley and Hicks to attend the opening of the Old New Inn the following evening.
- b. Concern was expressed that the ground at the Village Green would not have recovered by the time the fence was removed in April. It was noted that Bibury Landscapes would replace turf if required.

- c. County Cllr Mark MacKenzie-Charrington was investigating the Rural Transport Scheme that GCC had announced was coming to North Cotswolds. The Clerk to check progress with Cllr Hodgkinson.
- d. It was asked whether the Council could employ a groundsman rather than the current extensive use of contractors. To be discussed in the future.

**21/231 Next Meeting:** The next full Council Meeting to be held on Wednesday 6<sup>th</sup> April 2022 at 7pm in the Windrush Room, The George Moore Community Centre.

**Public Session:** Cllr Maunder urged all to obtain a Cotswold Reusable Cup under the scheme designed to reduce disposable waste.

There being no further business the meeting closed at 20.29 hours.