

**Minutes of the Meeting of Bourton-on-the-Water Parish Council Meeting
held at 7pm on Wednesday 1st September 2021
in the Windrush Room, The George Moore Community Centre**

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

In Attendance: Sharon Henley (Clerk/RFO), County Cllr Paul Hodgkinson, District Cllr Nick Maunder.

Members of Public: None.

Public Session

Police: A report had been received from PC Richie Webb. Cllr Hadley ran through the main points on the report, including an increase in burglaries but overall crimes were down in the village.

Cllr Davis joined the meeting at this point.

District Cllr Paul Hodgkinson updated on the rise in Covid cases with 2,000 new cases in Gloucestershire last week. The Covid Recovery Fund had £40,000 available over four years. The TAG Group had set up the Bourton Business Network with an event on 25th September. The TAG Group met BoWPC Highways Cttee and traffic flow monitoring was being carried out in Lansdowne. TAG produced a Vision Statement for the village to be discussed in the October PC meeting. Dickler Close had suffered from poor parking by visitors to the area and police had been alerted. Low water pressure was a problem and Thames Water had been asked to investigate. Cllr Hodgkinson was asked to investigate how the old healthcare centre opposite the GMCC was now being used.

District Cllr Nick Maunder: Manor Fields parking – The CDC Planning Officer had clarified that the prohibition of parking motorhomes, HGVs and commercial vehicles only applied to the additional 14 days permission granted through CDC. Under the permitted development rights of the land the temporary use of the land for 56 days Manor Fields are allowed commercial vehicles, HGVs and caravans to be parked on the land. Under the same permitted development rights, the overnight parking of motorhomes would be allowed. However, they should not be occupied and there is no permission to use the field as a caravan site. CDC is still pursuing the issue of an enforcement notice for the shed erected at Manor Fields.

Changing Places grant funding: Cllr Maunder confirmed that the existing disabled facilities did not reach the specified criteria of being 12 square metres but he was open to suggestions on alternative options, including the Leisure Centre. The Clean and Green Officer for the village had been appointed and there would be a meeting with the Cllr Hadley and Clerk to discuss how to link their work into the Parish Council. Decarbonisation – Cllr Maunder had arranged for the CDC's Climate Change Officer to advise councillors on potential projects to reduce emissions.

21/069 Apologies for absence: PC Richie Webb and District Cllr Richard Keeling. Accepted.

21/070 Declarations of interest in items on the agenda: Cllr Roberts declared a non-pecuniary interest in The Chip Shed correspondence.

21/071 Approval of Draft Minutes of 4th August 2021: The following amendments were proposed: (1) Public Session: Fullers, who had purchased the site 'subject to contract and planning' (2) 21/060 items (a) Cllr Hicks to read Cllr Sumner (b)(c)(d) Cllr Bryan to read Cllr Sumner (e) Cllr Hicks to read Cllr Randall 21/061 (b) 061 Cllr Davis 'had requested clarification from the grant funders'. Cllr Hadley proposed to approve the draft minutes following the amendments, Cllr Sumner seconded and unanimously APPROVED.

21/072 Matters arising: Cllr Davis noted that the internet connection in the GMCC was not strong enough to support livestreaming of meetings.

21/073 Clerk's Report:

- a. Consideration of the draft budget 2022-23 to be added to committee agendas in September.
- b. The works to the Rye Crescent play area had been completed.
- c. An Extraordinary Meeting to discuss Grant applications to be held at 6pm on Thursday 23rd September.
- d. CDC's Climate Lead and Cllr Nick Maunder to meet councillors on 14th or 16th Sept, all councillors invited.
- e. Minutes of Extraordinary Meeting 26th July were approved on 4th August. GAPTC confirmed that the child could be recorded as attending so this was included in the published minutes.

21/074 Planning Committee: The Committee Chairman presented a short summary from the meeting held on 25th August. It was confirmed that solar panels for the GMCC had been discussed as an example of green initiatives and that CDC's Climate Lead would visit to advise on projects for consideration.

21/075 Village Environment Committee:

- a. The Committee Chairman presented a short summary from the meeting held on 18th August.

- b. Tree Survey: To approve delegated powers to the Clerk to instruct Treotech to complete a tree survey up to a maximum cost of £750 (Paper 1). A revised quote had been received from Treotech for £630 + VAT to include the 31 trees in the Churchyard rather than the previous estimated 14. It was agreed to instruct the survey only at this stage and tender for the recommended tree works following completion of the survey. The survey to be funded from Tree budget, with the balance from Contingency. Cllr Millett proposed to accept the quote, Cllr Randall seconded and it was unanimously APPROVED.
- c. Fencing Works at Periwinkle Bank: To approve quote from Peter Scarrott at a cost of approx. £500. Cllr Millett proposed to include these works in the CDC Beautification Funding Bid to be discussed at (d). If the bid was unsuccessful then Contingency funds should be used. This was seconded by Cllr Davis and unanimously APPROVED.
- d. CDC Beautification Fund Grant Application: Proposal to submit grant application for the purchase of 20 no. black and gold aluminium composite fingerpost signs at a cost of £1,900. The signs were to replace some of the multiple signs on the Village Green with the aim of being more attractive and easily read by pedestrians. It was agreed that the colour of any signage should be disability and dementia friendly. After discussion Cllr Millett proposed to apply for a total of £2,250. Seconded by Cllr Hicks and unanimously APPROVED.
- e. Queen's Platinum Jubilee Celebrations 2nd-5th June 2022: Cllr Hicks had around 10 volunteers and was arranging the first meeting in October, with Cllr Hadley or Hicks to chair all future meetings.

Cllr Randall had received negative comments from residents on the appearance of the village, particularly the large number of bins on the Village Green. Cllr Nick Maunder advised that the new large bins were a trial and would be evaluated by CDC in October.

21/076 Highways Committee:

- a. The Committee Chairman presented a short summary from the meeting held on 16th August. A new Speedwatch group was being set up and councillors were encouraged to join and get trained.
- b. Emergency Plan: Review draft updated document and approve or agree further updates (Paper 3). It was agreed that Planning and other Committees should review the document prior to approval by full Council.
- c. To note change of date of next meeting to Wednesday 22nd September at 7pm.

Cllr Hodgkinson left the meeting at this point.

21/077 Youth & Well-being Committee:

- a. The Committee Chairman presented a short summary from the meeting held on 16th August. Cllr Hicks reported The Naight play area gate had been broken since being re-hung. The Clerk to chase the contractor to repair. Cllr Davis reported the Defib/CPR training was successful and all were encouraged to book onto the September sessions for these and the Mental Health first aid training. Cllr Davis proposed to pay the Dementia Friendly trainer's travel expenses from grant funding, estimated at £30. Seconded by Cllr Roberts and unanimously APPROVED.
- b. Youth Club: To approve SLA from Inspire to Aspire at an annual cost of £8,202.50 + VAT for 37 x 3 hours sessions starting from 6th September and payable in 12 monthly instalments. (Paper 4). It was noted that the new Police and Crime Commissioner hadn't prioritised grants funding for youth projects and the current funding ended in March 2022 so another application would be required. Cllr Hicks proposed to approve the SLA, seconded by Cllr Randall and unanimously APPROVED.
- c. Changing Places Toilets Grant Funding Application: Approval to request CDC to make application for facilities in the village (Paper 5). Covered by Cllr Nick Maunder in his report.

21/078 Community Centre Committee:

- a. To approve quote of £234.55 + VAT from Cotswold & Vale for remedial works identified as part of the Fixed Wiring Test. (Papers 6a & 6b). Cllr Sumner proposed to accept the quote, to be funded from General Reserves, subject to the Clerk confirming that all necessary works were covered. This was seconded by Cllr Roberts and APPROVED.
- b. To approve quote of £485.00 + VAT from Chosen Fire Protection for a Fire Risk Assessment. (Papers 7a, b & c). Cllr Sumner proposed to accept this quote and the cost to be funded from General Reserves. Seconded by Cllr Macklin and unanimously APPROVED.
- c. To approve at 60 month rental agreement at £209.76 per quarter from Apogee for a Toshiba 2015 photocopier/scanner. To replace current equipment costing £225.66 per quarter. (Papers 8a, b & c). Proposed by Cllr Sumner, seconded by Cllr Roberts and unanimously APPROVED.
- d. Update on proposed livestreaming of meetings. (Paper 9). This was not possible as fibre broadband was not currently available at the GMCC. It was agreed that Microsoft Teams could be used in place of Zoom should future video conferencing be required.
- e. Review of Covid-safe risk assessments for use of the GMCC and Parish Council Meetings to determine whether to increase the maximum numbers for each booking following updated Govt guidance. (Papers 10a & b). The updated risk assessments continued to specify reduced occupancy numbers for meeting rooms, in line with GRCC guidance,

although this had not precluded any bookings. Cllr Sumner proposed to approve the risk assessments, seconded by Cllrs Davis and unanimously APPROVED.

- f. To approve recommendation to transfer IT Subcommittee reporting from GMCC to the F&GP Committee. Proposed by Cllr Sumner, seconded by Cllr Hadley and unanimously APPROVED.

Cllr Sumner updated that the title registration was proceeding slowly. Leases were being concluded for Flat 1 and The Cottage and Flat 2 would continue with a new term. The remaining leases to be renewed in the next three months.

21/079 Village Green Bookings: To consider and approve the following requests:

- a. To have a 'Sunflower Bomb' (as per July 2021) in the seated area from 2nd to 16th July 2022 in aid of Sunflowers Suicide Support. (Paper 11) It was agreed to approve the request in principle, to be confirmed in February when other bookings for the year were approved.
- b. To hold a Bourton Panto event with fete and duck races on 18th September 2021. Proposed by Cllr Hadley, seconded by Cllr Hicks and unanimously APPROVED.

21/080 F&GP Committee

To review the following draft updated documents and approve or agree amendments:

- a. Fixed Asset Register (Paper 12): The items purchased for the Emergency Plan Box to be added and subject to those amendments, Cllr Hadley proposed approval, seconded by Cllr Randall and unanimously APPROVED.
- b. Standing Orders (Paper 13). It was agreed to insert at Page 22 (e) insert by 'a member of staff'. Following that amendment Cllr Hadley proposed to approve, seconded by Cllr Davis and unanimously APPROVED. The Clerk to advise NALC that the template may not be disability friendly.
- c. Financial Regulations (Paper 14) It was agreed to insert in 4.1 'items £500 and below'. Following that amendment Cllr Hadley proposed approval, seconded by Cllr Davis and unanimously APPROVED.
- d. Insurance: To approve costs of £7,746,41 to renew cover from 1st Oct 2021 for 12 months through Came & Co. under 3 year Long Term Agreement to Sept 2022 (Paper 15). Proposed by Cllr Hadley, seconded by Cllr Coventry and unanimously APPROVED.
- e. To approve the following documents requiring update as a result of (10f) to move IT Subcommittee from GMCC to F&GP.
 - 1. Scheme of Delegation (Paper 16).
 - 2. IT Sub-Committee Terms of Reference (Paper 17)
 - 3. GMCC Committee Terms of Reference (Paper 18)
 - 4. F&GP Committee Terms of Reference ((Paper 19)

It was agreed to amend the Scheme of Delegation and ToR for F&GP, 7 members to be increased to 8 to include two non Chairmen. Approval of all documents was proposed by Cllr Hadley, seconded by Cllr Randall and unanimously APPROVED.

21/081 Finance:

- a. Consider and approve the schedule of payments up to 1st September 2021 (Paper 20).

Payments List - Council Meeting 1st September 2021							
Payment Method/ voucher no	Date of invoice	Invoice No	Payee	Item	Net amount	VAT	Total
Cheques							
4645 (v.247-248)	Various		Cash	Petty cash	100.51	19.48	119.99
BACS							
193	20/08/2021		HMRC	Staff tax/NI	1,675.69	0.00	1,675.69
213	23/08/2021	299713	AA Fencing	Fence post cap	15.00	3.00	18.00
218	13/08/2021	7395075	Viking	Stationery	31.01	6.20	37.21
225	05/08/2021	BK202945-1	SLCC	Training seminar for clerk	45.00	9.00	54.00
228	23/08/2021	PI 0003	David Perry	Play inspections - Jul/Aug	88.00	0.00	88.00
231	20/08/2021	2165763	Came & Co	Annual insurance premium	7,746.41	0.00	7,746.41
232	30/08/2021	T180	Bibury	Grounds maintenance - August	1,851.67	370.33	2,222.00
233	03/08/2021	A68929	Alzheimers & Dementia Products Ltd	Wall clocks	294.82	58.97	353.79
234	27/08/2021	SB20210878	PKF Littlejohn	Audit fee	600.00	120.00	720.00
235-241	27/08/2021		Peter Pulham	Maintenance/litter picking	235.00	0.00	235.00
243	04/08/2021		Bourton Business Network	Grant for Music, Art & Food Event (minute 21/061b)	250.00	0.00	250.00
244-245	28/08/2021	21	Pete Scarrott	Maintenance/hanging baskets	850.00	0.00	850.00
246	30/08/2021	23	Inspire to Aspire	Youth Club supervision	172.96	34.59	207.55
DDs							
207	12/07/2021	346236363	Lloyds Bank	Bank charges	13.05	0.00	13.05
224	03/08/2021	2366289	Smartest Energy (Dual)	Electricity charges	441.67	88.33	530.00
220	08/08/2021	1092731	Crown Gas & Power	Gas charges - Flats	16.01	0.80	16.81
221	08/08/2021	1092730	Crown Gas & Power	Gas charges - The Cottage	9.33	0.47	9.80
222	08/08/2021	92729	Crown Gas & Power	Gas charges - FC	11.04	0.55	11.59
223	31/07/21	PSI-0447453	Grundon	Refuse collections	131.10	26.22	157.32
212	10/08/2021	22582357	TalkTalk	Telephone charges	57.00	11.40	68.40
219	13/08/2021	1240975	Apogee (Directec)	Photocopier support	79.72	15.94	95.66
229-230	30/07/2021		NEST	Staff pensions - August	473.12	0.00	473.12
226	05/07/2021		Cotswold District Council	Business rates	624.00	0.00	624.00
Staff Wages - separate online payments list (paid on 23rd)							
215	23/09/2021		J Herbert	Wages - Sep			
217	23/09/2021		E Webb	Wages - Sep			
216	23/09/2021		C Cooper	Wages - Sep			
214	23/09/2021		S Henley	Wages - Sep			
					20,884.33	765.28	21,649.61
added after papers sent out							
* paid between meetings							

b. Authorise cheques to be signed at the meeting and BACS payments to be ratified. BACS approval proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED. Approval of cheque proposed by Cllr Hadley, seconded by Cllr Roberts and unanimously APPROVED.

c. Note the bank reconciliation dated 29th July, the Summary Report dated 24th August and the Financial Forecast dated 24th August (Papers 21 a, b & c). Noted.

21/082 Reports from representatives on Outside Bodies: Cllr Davis to defer to next meeting.

21/083 Correspondence:

a. Request from Bourton Vale Cricket Club to increase size of entrance or clear new exit onto Rissington Road. (Paper 22). Councillors considered that although the project would benefit traffic flow they would not be able to offer funding.

Cllr Roberts left the meeting at this point.

b. Emails re The Chip Shed and disposal of packaging: The Clerk to respond to all emails as agreed and arrange a meeting with the business owner, Cllr Hadley, Cllr Maunder and the Clerk to discuss the offer to purchase a new bin.

21/084 Any Other Business: The Gloucestershire Market Towns Forum were looking for feedback on local post-lockdown recovery of hospitality and tourism. Cllrs to send comments to Cllr Davis.

21/085 Next Meeting: To be held on Wednesday 6th October 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

Public Session: There were none present.

There being no further business the meeting closed at 21.38 hours.