

Bourton-on-the-Water Parish Council

**Minutes of a meeting of the Parish Council held at 7.00pm on Wednesday 1st February 2023
in the Windrush Room at The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, A Roberts, J Wareing, L Wilkins, B Wragge. Cllrs J Jowitt and L Launchbury joined the meeting at item 22/296 following their co-option.

In Attendance: Joanna Herbert (Assistant Clerk), Julie Catlow (Committee Clerk), County Cllr P Hodgkinson (to item 22/297), M Samuel, Member of the Youth Parliament for Cotswolds & Stroud (to item 22/297)

Members of Public: One plus four co-option candidates, two of which are listed as councillors following their co-option.

Public Session:

County Cllr Paul Hodgkinson reported on The Robin which provides an 'on demand' bus service for North Cotswolds and circulated flyers and posters to promote the service further. Councillors and residents were encouraged to spread the word about the service and to 'use it or lose it.' GCC's budget would be set on 15th February for which a 5% increase was proposed and likely to be accepted. Residents were urged to report any issues with potholes via GCC's online 'Report It' function or via Fix My Street which could be downloaded as an app. There would be a public consultation to consider the improvement of traffic flow in the village by encouraging traffic access into Bourton via Station Road.

District Cllr Richard Keeling

District Cllr Richard Keeling's report was made available on the Parish Council's website with meeting papers and was summarised by the Chairman.

Police

There was no police report.

Presentation from Maya Samuel, Member of the Youth Parliament

The member shared her role and experiences with Council and presented on issues relating to vaping, recycling and mental health services for young people. It was agreed that she should be invited to attend Council's Youth & Wellbeing Committee meetings and given a regular slot on the agenda to act as a liaison between the School Council at The Cotswold School and the Parish Council.

22/293 Apologies for absence: Cllr M Macklin. District Cllrs R Keeling and N Maunder. Village Warden Steve Cotton.

22/294 Declarations of Interest: Cllr Hadley declared an interest in 22/308 to consider a village green hire application from the Rotary Club of which he was a member.

22/295 Approval of Draft Minutes

1. Parish Council Meeting held on 4th January 2023. APPROVED.
2. Extraordinary Parish Council Meeting held on 25th January 2023. APPROVED.

22/296 Councillor Co-Option: Applications from four candidates, previously circulated to councillors, were considered for two vacancies. All four candidates provided a brief verbal summary of their applications prior to councillors voting for two candidates using a paper ballot. The Chairman announced the successful candidates as Leanne Launchbury and Jonathan Jowitt. The newly co-opted councillors each signed a Declaration of Acceptance of Office form which was countersigned by the Assistant Clerk and the new councillors then joined the meeting.

22/297 Matters arising: There were none.

22/298 Clerk's Report:

1. GAPTC Elections Toolkit in Dropbox. CDC highlight the dates for nominations as Monday 20 March through to the deadline of 4pm on Tuesday 4 April. Nominations must be hand delivered and they will have a queueing process in place for candidates coming to the office. CDC are running 2 briefing sessions for prospective candidates and parish clerks on the election process. This will include information on how to complete a nomination paper. The sessions will cover the same information and are being held online on:
 - o Thursday 16 February @ 5:30pm
 - o Friday 17 February @ 12:30pmBookings via Sarah Dalby – (email circulated)

Photo ID resource pack also from GAPTC. Information will be added to the Browser article to highlight the requirements using this pack.

2. The GAPTC Executive Committee that was voted on by Council recently – new members elected are Sandra Mitchell from Upper Rissington and Ian Watson from Tetbury Town Council.
3. Invitation received from Joe Harris at CDC for councillors to attend a confidential budget briefing on 7th March at 6pm. Bookings via Jane Gibney (email circulated).
4. To note expenditure under Clerk's delegated authority of £30 for pack of four additional security key fobs from ADT for the office.
5. Late invoice received from Play Gloucestershire today for Play Rangers sessions held between September & December. Request for payment to be approved between meetings.
6. Assistant Clerk's new PC has now been installed.
7. Clerk's annual leave dates were confirmed.

22/299 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 11th January. No additional items were raised.
2. To co-opt an additional committee member following the resignation of Cllr Randall. As deferred from the January meeting. The co-option of Cllr Hicks was proposed and APPROVED.
3. To agree a response to the following:

Planning Ref	Address	Proposal	Deadline
22/01762/FUL	Rafters, Bourton Hill, Bourton-on-the-Water GL54 2LF	Change of use of agricultural land to residential land and erection of pool house	02/02/2023

Comments: The Parish Council has no objection.

22/300 Village Environment Committee:

1. To discuss/vote on any issues raised following the meeting on 11th January. No additional items were raised.
2. Work to Village Green: To approve work by Bibury Landscapes to be funded by the Tourist Levy this financial year (a) Re-turf the village green at a cost of £2,903 + VAT and (b) Laying of cobblestones at £1,573 + VAT. APPROVED.
3. Environmental Action Working Group: To note amended meeting date of 6.30pm on Thursday 2nd February in the Windrush Room. Noted.

22/301 Highways Committee:

1. To discuss/vote on any issues raised following the meeting on 9th January. Cllr Roberts ran through some key items from the minutes.

22/302 Youth & Well-being Committee:

1. To discuss/vote on any issues raised following the meeting on 16th January. It was noted that a sandwich toaster had been purchased for youth club.
2. To approve Project Specification for Play Rangers for 2023-24 at a cost of £13,254 (Paper 1). It was confirmed that a grant from Moore Friends had been awarded which would cover the balance of funding required to maintain the current level of sessions. APPROVED.
3. Solar light for Youth Club shed: To note a unit was purchased at a cost of £14 under Clerk's delegated authority. This was noted and it was confirmed that the light had been installed by Steve Cotton.

22/303 GMCC Committee:

1. To discuss/vote on any issues raised following the meeting on 26th January. No additional items were raised.
2. Photocopier: To approve revised Hire Agreement for Sharp photocopier and direct debit. APPROVED.

22/304 Staffing Committee:

1. To co-opt two additional committee members following the resignation of Cllrs Sumner & Randall. Deferred from January meeting. The co-option of Cllrs Jowitt & Wareing was proposed and APPROVED.

22/305 Finance & General Purposes Committee:

1. To discuss/vote on any issues raised following the meeting on 26th January. A record of signatures and initials for bank signatories was completed to assist with the quarterly checks.

22/306 Finance:

1. Consider and approve the schedule of payments up to 1st February 2023 (Paper 2a). APPROVED – please see Appendix 1.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. Cheques were authorised and Cllrs Hadley and Roberts to approve BACs payments.

3. To note the bank reconciliation dated 30th January (Paper 2b), the Summary Report (Paper 2c), Financial Forecast to 1st February (Paper 2d), Reserves Report (Paper 2e) and Q3 VAT return (Paper 2f). These were noted and it was also noted that the reclaim for Q3 of £3,858.78 had been received.
4. To note arrangements for internal audit. It was noted that Internal Auditor, Liz Dowie, would be carrying out the audit in the office on Tuesday 7th February.

It was noted that the credit balance of Council's utilities accounts would be checked by the Clerk and any large balances reclaimed.

22/307 Policies and Documents: To consider/approve draft documents or agree amendments.

1. Financial Regulations (Paper 3a). APPROVED.
2. Social Media Policy (Paper 3b). APPROVED.
3. Community Emergency Plan (Confidential Paper 3c). The Assistant Clerk to add contact details for Steve Cotton, Village Warden, and a third emergency key holder as Cllr Hicks. Names to be amended for the new Baptist Minister and Co-Op store manager. With these amendments the document was APPROVED.

22/308 Village Green (Paper 4): To consider applications as per the schedule. Cllr Hadley did not vote on the application received from the Rotary Club. All applications were APPROVED with a date of 5th August to be offered for the Pancreatic Cancer application. No hire fee would be charged for the Sunflowers event and the carol concert.

22/309 CDC's Tourism Levy:

1. To note discussions at meeting with CDC on 19th Jan and total sum requested for draw-down following meeting with CDC (Paper 5). It was noted that the total sum requested was £48,463 with expenditure to be allocated as follows:

Monies to be transferred from CDC for Tourist Levy Feb 2023	
Additional CEO hours for 2022/23 and 2023/24	£9,250
Installation of three dropped kerbs	£12,000
TRO for parking, £12k legal and £3k signage & road markings	£15,000
Annual refresh of Village Green for 2022-23 & 2023-24	£7,480
Installation of cobbles	£1,890
Budget for village warden	£500
Additional CEO hours during Rissington Road car park works	£2,343.20
Total	£48,463

2. To note that a follow-up meeting will take place at 5.30pm on Thursday 30th March. Noted.

22/310 Update by Cllr Hadley on coach parking (Paper 6): Cllr Hadley confirmed that coaches were now required to book one of the eight available bays prior to arrival using the online booking system that had been set up by the Visitor Information Centre. This information had been circulated to all coach companies and flyers & posters had been distributed locally. Alternative provision would continue to be sought by CDC in preparation for the closure of the coach park on 31st December 2023.

22/311 Coronation: To consider request by Cllrs Hicks and Wareing to set up a working party to organise village event(s) and allocate a budget of £1,000 towards the event. APPROVED. Cllr Hicks reported that the working party would be making plans to arrange The Coronation Big Lunch on Sunday 7th May and The Big Help Out on Monday 8th May. Further details to be reported to Council at the next meeting.

22/312 Agenda & Minute Writing Course (SLCC): To approve costs of £70 + VAT for Committee Clerk. APPROVED.

22/313 Parish On-Line (Paper 7): To note free of charge subscription via BHIB and discuss possible uses for software as per example. It was agreed that suggestions would be made to the Assistant Clerk for maps as and when they were required by committees. Some councillors requested to use the software themselves too.

22/314 Reports from representatives on Outside Bodies: Cllr Davis gave an update on health & equality matters and asked for councillors to let her know if any further items should be raised. Information about the fundraising opportunities available from Spacehive was shared.

Cllr Wragge gave details of an upcoming dementia group talk which would be held on 6th February at Stow Library. The Victoria Hall committee would be seeking new members as the existing chairman would be stepping down at their AGM in May. St Lawrence's Church has a fund which could help someone facing financial difficulty if needed.

22/315 Correspondence: The Chairman shared details of CPRE's Star Count which would take place from 17th-24th February 2023. Details to be published on the Parish Council's website and social media pages.

22/316 Items to Note: There were no items.

22/317 Next Meeting: The next Parish Council Meeting will be held at 7pm on Wednesday 1st March 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: A question was asked about how to access meeting papers and the resident was directed to the Parish Council's website and to the hyperlink at the top of the agenda.**22/318 Confidential Session:** Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to employment matters and commercial tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED.
22/319 To receive an update from the Clerk on rent payments (Confidential Paper 8). This was received and noted. The recommendations made by the GMCC Committee for rent amounts were APPROVED.
22/320 To ratify payment for additional hours worked in January by Committee Clerk. APPROVED.

There being no further business the meeting closed at 20:45 hours.

Appendix 1

Description	Supplier	Net	VAT	Total
Repair cantilever swing - Melville	Greenfields Garden Services	390.00	78.00	468.00
Insurance for telehandler road risk	JCB Insurance	21.85		21.85
Insurance for telehandler plant hire	JCB Insurance	73.00		73.00
Repair dry stone wall at St Lawrence churchyard	EF & MN Joynes	60.00	12.00	72.00
Photocopier charges Nov	Sharp	25.00	5.00	30.00
Electrical works for Xmas lights	CN Baldwin Electrical Ltd	1,050.00	210.00	1,260.00
Photocopier - Dec copying charges	Sharp	25.00	5.00	30.00
Repair Burmah bridge - Rye Crescent	Greenfields Garden Services	338.00	67.60	405.60
Waste management	Grundon Waste Management	131.13	26.23	157.36
Xmas display - chainsaw operator	The Rangers Gardening Services	96.00		96.00
Cherry picker for Xmas display electrical work	Forrester Access	425.00	85.00	510.00
Quarterly Play Area Inspections	Kompan Ltd	300.00	60.00	360.00
Gas charges - Flats 1 & 2	Crown Gas & Power	105.66	5.28	110.94
Lighting repair, remove heater	ER Electrical Services Ltd	426.67	85.34	512.01
Telehandler operator - Xmas lights	Robert Hewitt	100.00		100.00
Committee Clerk - Jan salary	Julie Catlow			
Employers Tax/Ni - Jan payroll	HMRC	1,997.60		1,997.60
Assistant Clerk - Pension Jan	NEST			
Clerk - Pension Jan	NEST			
Supply only of new PC for Assistant Clerk	Imaginative Solutions	768.12		768.12
Tenancy Deposit Scheme - Flat 2	The Dispute Service	21.25	4.25	25.50
Donation for Allotment signs	Cotswold Friends	75.00		75.00
Gas charges - PC	Crown Gas & Power	315.75	63.15	378.90
Telephone charges	Talk Talk Business	52.90	10.58	63.48
Bulbs for GMCC	Amazon	19.78		19.78
Padlock	Toolstation	4.73	0.95	5.68
Business Rates	Cotswold District Council	624.00		624.00
GMCC Water	Castle Water	149.72		149.72
Youth Club - hire of Cricket Club	Bourton Vale Cricket Club	400.00	80.00	480.00
Stationery	Viking Direct	53.41	10.68	64.09
Coffee and milk	Mid Counties Co-Op	4.95		4.95
Toilet Seat	Dunelm	124.80		124.80
Mirror brackets	Amazon	4.49		4.49
Ethernet cable	Rhinocables Ltd	3.82	0.77	4.59
Toilet signs	AlzProducts	52.89	10.61	63.50
Hire of Telehandler	Ermin Plant	350.00	70.00	420.00
Committee Clerk - Feb salary	Julie Catlow			
Clerk Salary - Feb	S Henley			
Assistant Clerk - Feb salary	J. Herbert			
Caretaker - Feb salary	E. Webb			
Electricity charges	British Gas	1,600.91	320.18	1,921.09
Installation of new village signs	The Wright Signs	400.00		400.00
Gas charges - The Cottage	Crown Gas & Power	46.92	9.38	56.30
GMCC Water	Castle Water	149.72		149.72
Water - Springvale allotments	Castle Water	4.17	0.83	5.00
Water - Piece Hedge Allotments	Castle Water	4.17	0.83	5.00
Water - Cemetery Lane Allotments	Castle Water	171.20		171.20
Business Rates	CDC	624.00		624.00
Telephone Charges	Talk Talk	52.90	10.58	63.48
Declaration of compliance with Pensions Regulator	Imaginative Solutions	90.00		90.00
January maintenance	Bibury Landscapes	1,851.67	370.33	2,222.00
Supply brass memorial plaque	The Wright Signs	66.00		66.00
Supply/fit sign to shed	The Wright Signs	25.00		25.00
Youth Club supervision - January	Inspire to Aspire	821.43	164.29	985.72
Play area inspections and spray grease purchase	Dave Perry	118.99		118.99
Remove/replace damage railing	Pete Scarrott	50.00		50.00
Refill salt bins, remove Xmas tree, clean drains	Pete Scarrott	165.00		165.00
Litter picking, meter read and graffiti removal	P Pulham	205.00		205.00
Sandwich maker	Amazon	19.16	3.83	22.99
Picture brackets (later REFUNDED voucher 618)	The Greenhouse Studios	3.74	0.75	4.49
Solar light for Youth Club shed	Amazon	13.99		13.99
Multipay card monthly fee - Jan	Lloyds Bank	3.00		3.00
		17,650.00	1,766.86	18,871.66