

**BOURTON ON THE WATER PARISH COUNCIL**  
**MINUTES OF THE MEETING OF BOURTON ON THE WATER PARISH COUNCIL HELD ON WEDNESDAY**  
**3<sup>rd</sup> APRIL 2019 AT 7.00PM IN THE GEORGE MOORE COMMUNITY CENTRE, MOORE RD, BOURTON**  
**ON THE WATER**

**Present:** Cllrs R Hadley (Chair), J Cowen (joined the meeting at Item 18/196), R Daniel, L Hicks, N Randall, B Rogers, S Senior, B Sumner and B Wragge.

**Standing Orders were suspended for the Public Session**

Prior to the meeting, John Cork of the RBL Bourton Branch presented 2 framed certificates to Cllr R Hadley and the Parish Council in recognition of their commitment to preserve the memory of those who have served in the Armed Forces, particularly in respect of the 2018 VC commemoration.

**Police Report:** The Police had given apologies.

**County Cllr Report:** County Cllr Hodgkinson had given apologies.

**Ward District Cllr Report:** Ward Cllr Len Wilkins reported on various planning matters, and grants awarded by CDC to the Parish Council and Bourton Cricket Club.

**Public Questions:** Residents raised queries relating to the blockage of various surface water drains within Bourton Chase Phase III and high levels of visitor parking in Rye Close – the queries were referred to CDC Planning officers in respect of enforcement of planning conditions, and the current Traffic Regulation Order consultation respectively.

**18/190: Apologies for absence:**

Apologies were received and accepted from Cllrs S Coventry and J Jowitt.

**18/191: Members' Interests**

There were no additional interests not currently declared on Councillors' Registers.

**18/192 Minutes of the Council Meeting held on 6<sup>th</sup> March and the Annual Parish Meeting held on 26<sup>th</sup> March 2019**

Cllr Hicks proposed that the minutes of the Parish Council Meeting held on 6<sup>th</sup> March 2019 be signed as a true record of the meeting, seconded by Cllr Rogers. APPROVED unanimously. Cllr Daniel proposed that the minutes of the Annual Parish Meeting held on Tuesday 26<sup>th</sup> March 2019 be signed as a true record of the meeting, seconded by Cllr Wragge. APPROVED unanimously.

**18/193: Matters Arising from Minutes of the Council Meeting held on 6<sup>th</sup> March 2019**

- Community Litter Pick Sunday 7<sup>th</sup> April at 10.15am: Responsibility for arrangements on the day was delegated to attending councillors.
- The Clerk's draft correspondence to a resident in respect of the proposed closure of an outstanding Freedom of Information request was approved;
- Council agreed that the May meetings for Community Services and Planning Committees will now be held on Thursday 16<sup>th</sup> May, changed as a result of the local elections timetable;
- Council noted feedback from residents in respect of proposed tree works at Melville, as well as requests from residents that works to trees in Springvale be included in any future works schedule; Council agreed to support Springvale resident requests when comments are passed on to Glos. Highways for consideration and action.

**18/194: Community Services Committee Report**

Cllr Daniel reported from the March committee meeting and the following was discussed further:

- Cllr Hadley proposed Council approve a budget of £1,400 to replace 7 wooden posts on Riverside Walk with metal bollards, seconded by Cllr Senior. APPROVED unanimously – funds to be VIRED from the Hanging Baskets budget;
- Cllr Hadley proposed Council approve Jakins' Trees quote in the sum of £470 + VAT to supply a tree for the 2019 Christmas display, seconded by Cllr Randall. APPROVED unanimously.
- Cllr Daniel proposed Council accept Bibury's quotation in the sum of £1,900 + VAT to add gardening maintenance of the planted areas at the Jubilee Garden of Remembrance to the maintenance contract with effect 1<sup>st</sup> April, seconded by Cllr Wragge. APPROVED unanimously. Funds to be VIRED from the Contingency budget.





- Council noted completion of the Spring maintenance programme for Council assets in the village and play areas, and grave levelling works for 2019;
- Council agreed that the boundary fencing around the Village Green would remain in place until 16<sup>th</sup> April;

#### **18/195: Highways Committee Report**

Cllr Randall reported and the following was discussed further:

- Council received an update relating to ANPR equipment and authorised Cllr Hadley to sign the Information Sharing Agreement with the Police. Cllr Rogers proposed Council approve Redhand's quote for future maintenance of the equipment to be charged at £400 per day, seconded by Cllr Randall. APPROVED unanimously. Future maintenance arrangements will be reviewed by the Committee prior to the 2020-21 Council budget meeting. It was agreed that the designated ANPR lap-top had minimal value and could therefore be stored off-site for ease of data access. The Operating Procedure has been finalised and will be circulated accordingly.
- It was agreed that sufficient attempts had been made to obtain competitive quotes for the project to repair the High St footpath. On that basis, Cllr Randall proposed Council approve a budget of £8,500 to repair the footpath and instruct Hickman's to undertake these works in line with their quote dated 4<sup>th</sup> January 2019, seconded by Cllr Senior. APPROVED unanimously.
- Cllr Hicks provided an update on the Youth Club for which the Committee is investigating possible alternative locations; a decision will be made by the Committee once the assessment has completed. She reported that a Project Team is being set up to take forward the future Youth Provision Consultation Exercise, which will involve members of the newly established Bourton Youth Council. A grant of £220 from CDC's Youth Activities Fund has been confirmed to assist with any consultation costs.
- Cllr Wragge provided an update on various health-related issues, including dementia awareness, local First Aid training courses, ambulance response times and the potential installation of a defibrillator at Greystones Farm.

#### **18/196: Planning Committee Report**

Cllr Sumner reported on minutes from the 13<sup>th</sup> & 27<sup>th</sup> March Planning Committee Meetings.

#### **18/197: Village Green Bookings**

There were no new bookings to consider.

#### **18/198: Community Centre**

Cllr Sumner reported and the following was discussed further:

- Council noted minutes from the IT Project Team meeting held on 14<sup>th</sup> March 2019 (circulated) and Cllr Daniel was authorised to contact Imaginative Solutions to progress a transfer to a telecoms supplier that would be able to deliver a fibre to premises connection to the existing broadband line;
- Council authorised Cllr Hadley to sign the proposed licence agreement for 2019-20 which permits the parking of Lloyds Mobile Branch at the Centre for 3 sessions pw, subject to payment of a fixed fee;
- It's anticipated that the long-outstanding issues relating to GCC's new lease could be resolved within the week;
- The instruction of any further roof works will be deferred to the new Council;

#### **18/199: Finance:**

- Cllr Rogers proposed Council approve the schedule of payments in the sum of £15,405.59 in accordance with the circulated schedule, seconded by Cllr Hicks. APPROVED unanimously.
- Council noted the March Summary Report and Financial Forecast (circulated);
- Council noted the timetable for the external audit process, and provisionally agreed to approve the AGAR at the 9<sup>th</sup> May meeting;
- Cllr Sumner proposed the Personnel Sub-Committee be delegated to decide and make the appointment of a new Clerk following a second round of interviews in April, seconded by Cllr Senior. APPROVED unanimously. Clerk to verify with GAPTC that this power may be delegated to a Sub-Committee. It was agreed that SLCC's staffing levels review will only be considered after the appointment of a new Clerk;
- Salary payments will be changed from Standing Order to BACS with effect payments due in May;

#### **18/200: Bye-Laws**

- Council noted that no representations were received prior to the public consultation process deadline of 28<sup>th</sup> March 2019;
- Cllr Sumner then proposed Council resolve to make the bye-laws, seconded by Cllr Cowen. RESOLVED unanimously. The new bye-laws will now be signed, sealed and publicised in accordance with statutory requirements.

**18/201: Local Elections**

- Council noted information relating to the timescale for retirement of councillors following local elections, and NALC's report on the need to encourage more training for local councillors;

**18/202: Tourism/Environment**

- Cllr Rogers proposed Council retrospectively approve the cost of £40 to publicise the survey in the Browser, seconded by Cllr Sumner. APPROVED unanimously. It was agreed that all responses will be sealed at the response deadline and stored in the office prior to an independent assessment of comments. Cllr Hadley to investigate and identify a potential assessor for further consideration.

**18/203: Correspondence**

The correspondence list circulated to Council was noted and various actions agreed – these actions will be detailed on the annotated list to be displayed on the web-site.

**18/204: Any Other Business and Reports from representatives on Outside Bodies: Receive reports, for information only.**

- Cllr Wragge reported from the Glos. Market Town Forum meeting held on 7<sup>th</sup> March; it was noted that many neighbouring parishes are also lacking an operational Chamber of Commerce;
- Council noted that Thames Water are scheduled to undertake works in Rissington Rd that could result in possible disruptions to traffic over the busy Easter period – Cllr Daniel will liaise with Thames Water to ascertain and discuss the exact start date;

**18/205: The next meeting**

It was confirmed that the Annual Meeting of Bourton on the Water Parish Council will be held on Thursday 9<sup>th</sup> May 2019 at 7.00pm at the George Moore Community Centre

**Public Questions:**

Thanks were offered to the outgoing Clerk, after 12 years' service, as well as retiring councillors prior to local elections in May. Members of the public raised queries relating to various planning matters and responses were given at the meeting.

CHAIRMAN'S SIGNATURE.....  DATE:..... 

Minute	Item	Power	Sum (ex VAT) £
18/194	Bollards – Riverside Walk	Local Govt Act 1972, s.111	1,400.00
	Christmas Tree	Local Govt Act 1972, s.144	470.00
	Maintenance contract additions (pa cost)	Open Spaces Act 1906, s.9/10	1,900.00
18/195	ANPR Annual Maintenance costs – daily rate	Local Govt Act 1972, s.111	400.00
	High St footpath repairs (budget)	Open Spaces Act 1906, s.9/10	8,500.00
18/202	Tourism survey advertising costs	Local Govt Act 1972, s.111	40.00