

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

**Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 7<sup>th</sup> June 2023  
in the Windrush Room at The George Moore Community Centre**

**Those Present:** Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, L Hicks, B Hadley, J Jowitt, L Launchbury, M Macklin, M Samuel, J Wareing and L Wilkins.

**In Attendance:** Sharon Henley (Clerk), County Cllr P Hodgkinson.

**Members of Public:** There were none.

## **Public Session**

**Police Report:** There was no report.

## **County Cllr Paul Hodgkinson**

The A429 would be resurfaced either side of the Northleach traffic lights in the next 6 weeks and further resurfacing would take place on part of the road between Bourton and Northleach. Please report any potholes on-line at <https://www.gloucestershire.gov.uk/highways/roads/your-highways-report-it/>.

The Highways Local grant fund had allocated £10,000 to start the process for a Traffic Regulation Order for Bourton. Emails were still being received from residents objecting to on-street parking in their local roads. The County Council boundaries would change for the 2025 elections. There would be no additional county councillors for the Cotswold District but parish representation was likely to be moved around.

The A417 Air Balloon roundabout work had started, with actual construction work starting in September. This would be following completion of the work to the Cheltenham to Seven Springs road which was closed until September.

Cllr Hodgkinson had been elected as CDC's Cabinet Member for Health, Leisure and Culture so the Bourton Leisure Centre would come under his remit and any concerns should be sent to him. Freedom Leisure would take over the management contract from 1<sup>st</sup> August. It was noted that public swimming slots still required pre-booking.

Cllr Hodgkinson was investigating the Parish Council's enquiry as to whether the cleaning of road signs and directional signs belonging to CDC was covered by Highways Local.

A meeting took place to discuss the possibility of widening the Cricket Club's access onto Rissington Road, but this project had since been postponed.

## **District Cllr Len Wilkins (Bourton Vale)**

Joe Harris had been re-elected as Council Leader and Mike Every as Deputy Council Leader. The new cabinet included Cllr Hodgkinson, and Cllr Wilkins would be on the Audit Committee.

## **District Cllr Jon Wareing (Bourton Village)**

Cllr Wareing would sit on CDC's Overview and Scrutiny Committee and also on the Short Term Lets Committee. He had met with CDC and Cllr Hodgkinson to discuss coach parking and they were investigating the Rissington Road car park as a potential solution. The next meeting would be held on 11<sup>th</sup> July and Councillors Macklin and Roberts to attend.

The Rye Crescent play area transfer of land to the Parish Council was being chased up in collaboration with Cllr Wilkins, Cllrs Hodgkinson and the relevant cabinet member.

Cllr Hodgkinson left the meeting at this point.

**23/047 Apologies for absence:** Cllr Wragge was absent. Steve Cotton, Village Warden. PCSOs Kim Graham and John Allen.

**23/048 Declarations of Interest:** Cllrs Wilkins and Wareing declared a pecuniary interest in item 23/069 with reference to computer tablets as they already had provision from CDC.

**23/049 Short presentation from Paul Morrish on the possibility of re-using the old Bourton to Kingham railway line as a multi-user recreational trail following by Q&A session.** This session had been postponed prior to the meeting as matters were still very much in the planning stage.

**23/050 Approval of the draft minutes:**

1. 15<sup>th</sup> May 2023 Annual Meeting. APPROVED.
2. 30<sup>th</sup> May 2023 Extraordinary Parish Council Meeting. APPROVED by those present at the meeting.

**23/051 Matters Arising:**

1. Cllr Roberts updated on the ownership of the access road adjacent to the Chestnuts/Dial House: The Village Warden had made enquiries to local business owners and it was believed that no-one owned the road but several local businesses had jointly paid to have the road tarmacked in around 1981. The Clerk to write to the businesses with reference to the potholes on the shared car park access road to ask whether the previous mechanism for repair could be revisited in order that work to alleviate potholes could be re-done. In addition, the Clerk to write to GCC Public Rights of Way Officer to determine ownership and responsibility for the footpath in front of Rowlands Chemist.

**23/052 Clerk's Report:**

1. Work approved under Clerk's delegated authority:
  - a. GM Decorating had completed the re-painting of the lych gate and three benches. Whilst on site they advised that the Baptist Cemetery gate had not been included in the specification but also required painting. Committee member approved this to go ahead by email at £80.
  - b. ER Electrical Services completed work to the emergency illuminated signage (directional arrows) at £64.20.
  - c. Plot 23a Cemetery Lane, the Assistant Clerk ordered a skip at £193 including VAT and delivery/collection. VEC requested a contractor quote for rubbish removal but the allotment tenant confirmed that he would be willing to place the items in a skip provided by the PC.
  - d. Flat 2 oven: The fan motor had been fixed at a total cost of £103.
  - e. Replacement by Pete Scarrott on two separate occasions of a single paving slab on the step between the Cemetery and Jubilee Memorial Gardens. This was believed to be mower damage and the contractors had been informed.
  - f. Missing riverside slab outside the Rose Tree restaurant: Pete Scarrott had been asked to replace/refix the slab.
  - g. Double gate at the Naight - ground socket required: Contractor to be instructed to install. The above were all noted by Council.
2. CPRE had given the option to renew membership at either £36 or £60 – the Clerk to renew at the previous rate of £36.
3. Full Fibre work to Victoria Street green: The contractor had reinstated the grass following the work but a neighbour had complained that this had not been completed satisfactorily. The contractor confirmed their intention to return to site for further reinstatement work and the grass cutting contractor had been asked not to cut the area on their next visit to allow the grass to recover.
4. Full Fibre request to install cable on the Village Green: An onsite meeting took place to discuss options, with the contractor, councillors and the Clerk present. No work would be considered by the Parish Council over the summer months. Full Fibre to review and come back with a proposal.
5. GAPTC information had been circulated about a Councillor Networking Session and training. Councillors to contact the Clerk to request a booking.
6. GAPTC's On-line Code of Conduct training had been rolled out to the Clerk and Cllrs Davis, Hicks and Jowitt.
7. A list of issues in relation to grass cutting and grounds maintenance had been sent to the contractors and a response was awaited.
8. CDC had approved the PC's application for repairs to the war memorial, although they had requested that the existing stone was re-used if possible. The Assistant Clerk to proceed with the application to the War Memorials Trust for grant funding of 50% of costs.
9. Councillors were reminded to encourage applications for councillor co-option at the July meeting.

**23/053 Planning Committee:**

1. To discuss/vote on any issues raised following the meeting on 17<sup>th</sup> May. There were no additional items raised.

2. To approve proposal by Cllr Davis to work with Cllr Wareing to create a paper on the Parish Council's views on short term lets for approval at the July meeting. APPROVED.

#### **23/054 Village Environment Committee**

1. To discuss/vote on any issues raised following the meeting on 24<sup>th</sup> May. There were no additional items raised.
2. Cemetery Regulations (Paper 1): To approve updated document, as recommended by the Committee. APPROVED.

#### **23/055 Highways Committee**

1. To discuss/vote on any issues raised following the meeting on 18<sup>th</sup> May. Cllr Macklin outlined traffic management issues that had been discussed but no additional items were raised.

#### **23/056 Youth & Wellbeing Committee**

1. To discuss/vote on any issues raised following the meeting on 5<sup>th</sup> June. A residents' meeting is to be held in the Rye Crescent play area to invite input on suitable types of play equipment. A working group may be set up to progress plans and a resident offered his services.
2. Social Connection Statement (Paper 2): To approve, as recommend by the Committee. It was agreed to add data source information, to be supplied by Cllr Samuel, and with that amendment the document was APPROVED.
3. GCC Youth Fund: To determine any suitable projects and agree any application to be made. It was noted that as part of the Build Back Better fund, £3,000 was available from Cllr Hodgkinson to include youth projects such as sport, recreation and leisure activities, wellbeing, mental health, building resilience and digital innovation. The Clerk to circulate details of the fund to all councillors and any ideas for applications to be considered at the next Youth and Wellbeing Committee meeting.

#### **23/057 GMCC Committee**

1. Work required to guttering (Paper 3a): To consider current issues raised and agree any further actions required in advance of the next committee meeting. It was agreed that the guttering contractor should be asked to investigate down pipes and make recommendations. In addition, the contractor to inspect the guttering damaged during the incident discussed at item (2) below.
2. To note damage sustained to guttering and stonework by vehicle (Paper 3b), review repair quote from stonemason (Paper 3c) agree further actions. The Clerk was liaising with the company's insurers. A quote had been received to repair the damaged stonework but the guttering had yet to be assessed. Cllr Wareing left the meeting between 19.56 hours and 19.58 hours. One member of the public joined the meeting at this point.
3. Committee to consider proposal by Cllr Wareing to invite the Farmers' Market to relocate to the GMCC from the British Legion car park. Cllr Wilkins had investigated the Deed of Variation for the car park, as agreed at the GMCC Committee meeting. The document confirmed that the PC could authorise up to 34 vehicles to park on the premises but there was no reference to events such as a Farmers' Market. Parking for the market would need to be at the front of the building. The Clerk to ask the doctor's surgery for permission to allow parking there once a month and also to check with the insurers whether a market would be allowed. The proposal to hold the market was APPROVED in principle but subject to responses given to the Clerk by the doctor's surgery and insurers. Cllrs Hicks and Wareing to approach the market organisers to discuss the proposal and more detailed proposals to be brought back to Council for further discussion and approval.
4. To consider a request from the Police to use the Salmonsbury Room once every 9 weeks on a Thursday afternoon for a Safer Estates meeting (Paper 3d). The request to use the room without charge was APPROVED on the understanding that no additional provisions were requested and the room was left clean and tidy for the regular Thursday evening booking.

**23/058 Re-allocation of tasks following retirement of Peter Pulham (Paper 4):** To agree additional hours and tasks to be allocated to Dave Perry. It was agreed to transfer all duties to Dave and allocate an additional 3 hours per week, giving a total of 5 hours per week to include the existing playground inspection and litter picking duties. Any further hours required for one-off tasks to be invoiced at the usual rate. Council agreed to uplift the hourly rate by £2.00 per hour to reflect cost of living increases. The Clerk to update the Service Level Agreement accordingly.

**23/059 Finance:**

1. Consider and approve the schedule of payments up to 30th May 2023 (Paper 5a). See Appendix 1. APPROVED. The Clerk to chase up idVerde for their invoice.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques, BACS payments to be authorised by Cllrs Roberts and Hicks.
3. To note the bank reconciliation dated 31<sup>st</sup> May (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 7<sup>th</sup> June (Paper 5d) and Reserves Report (Paper 5e). Noted.
4. Digibus Grant Application (Paper 6): To consider request for a small grant of £1,000. The Clerk to ask Digibus to explain how the project would benefit the local community as the parish already had the benefit of the Getting Connected Group. The grant to be reconsidered once this information was available.
5. CCLA (Paper 7): To note letter. Management changes were noted.

**23/060 Full Fibre request to install equipment on the Village Green:** To review contractor's responses to queries raised, review any documentation received and set a date for an on-site meeting. An update was received as part of the Clerk's report.

**23/061 Parking at Manor Field:** To discuss request from the owner's representative to meet councillors to share findings of a survey of local businesses and future plans. The Clerk to obtain dates for a meeting which all councillors could attend.

**23/062 Risk Assessments:** To review and approve the following updated documents:

1. General Risk Assessment Policy (Paper 8a). APPROVED.
2. Risk Assessment for Litter Picking (Paper 8b). This was updated following a recent accident. Draft wording to be amended to state that "litter picking activities to be limited to those areas within the parish boundaries" and "do not touch" in relation to dead animals. With those amendments the document was APPROVED.

**23/063 HR Consultancy quotes (Papers 9a & b):** To review two quotes received for on-going HR consultancy and agree further actions. A quote from David Wright Personnel Support at an annual fee of £275 + VAT was accepted for a twelve-month period.

**23/064 Neighbourhood Plan Working Group:**

1. To approve a proposal by Cllr Davis to invite CDC's Community Partnership Officer to advise on the Neighbourhood Development Plan process and opportunities for resourcing. APPROVED. The Clerk to arrange a standalone session for councillors.
2. To approve a proposal by Cllr Wareing to set up a Neighbourhood Plan Working Group. This item to be deferred until after the above meeting.
3. To approve draft Terms of Reference (Paper 10). This item to be deferred until after the above meeting.

**23/065 Residents' Survey (Papers 11a & b):**

1. To approve a proposal by Cllr Wareing to carry out a survey: APPROVED. It was agreed in principle to progress the survey for distribution in April 2024.
2. To agree arrangements and timescales for conducting the survey: Any councillors interested in providing input to contact Cllr Wareing who would arrange an informal meeting to develop the questionnaire.

**22/066 Young People's Shadow Council:** To approve a proposal by Cllr Wareing to investigate setting this up. Final proposals to be presented to full Council for approval. Council APPROVED for Cllr Wareing to develop the idea with Maya Samuel, Member of Youth Parliament.

**23/067 Parish Council open evening with Residents to discuss traffic flow and parking:** To agree date, outline arrangements and nominate lead councillors to plan the event. It was agreed that this should be deferred until options were available for discussion. To be progressed by Highways Committee.

**23/068 Parish Council Logo (Paper 12):** To consider proposal from Cllr Wareing to formally adopt a Parish Council logo and agree consistent use. The principle of a logo was APPROVED. Cllr Jowitt to work on the design and councillors to send any ideas to him.

**23/069 Computers/Tablets for Councillors (Papers 13a & b):** To consider a proposal from Cllr Samuel to provide equipment for all councillors. Contractor Dave King had provided some feedback on the ideas put forward. It was agreed that the IT Sub Committee should further consider and discuss proposals. The Clerk and Cllr Jowitt to arrange a date for an initial committee meeting.

**23/070 GAPTC Training for Cllr Samuel:** To approve attendance at the following:

1. Chairmanship Skills (in person) 17<sup>th</sup> June at £35. APPROVED.

2. Planning in Plain English (virtual) 26<sup>th</sup> June at £35. APPROVED.

**23/071 Correspondence:**

1. MAAF Group Meeting – Hybrid meeting at 6pm on Wed 21<sup>st</sup> June (Paper 14a). Noted.
2. Request re Clapton Row Green (Paper 14b). The Clerk to respond that we are awaiting Tourist Levy money from CDC in order to put a plan in place for the Green.
3. Letter from Bourton Business Network re coach parking: The Clerk to respond that the Council do support finding a resolution to coach parking. The Parish Council are actively engaging with CDC, GCC Highways and all stakeholders to find a solution.
4. Email from a resident re anti-social behaviour at The Larches: Cllr Hicks fed back to the resident that this it is a police matter and should be reported to the police on 101. The Clerk to respond that the comments had been taken on board and pass on the 101 email contact details. The suggestion of CCTV and an email circulated by Cllr Davis about portable CCTV provision to be added to the VEC agenda for discussion.

**23/072 GAPTC AGM 22<sup>nd</sup> July:** To approve any resolutions to be submitted by the Parish Council and confirm attendance by one councillor. The Parish Council had no resolution to present but Cllr Roberts to attend the AGM.

**23/073 Items to Note:**

1. Cllr Davis reported that the Winchcombe Swift Group had erected six swift boxes on the industrial estate.
2. Cllr Hicks sent apologies for the July meeting.

**23/074 Next Meeting:** 7pm on Wednesday 5<sup>th</sup> July 2023 in the Windrush Room, The George Moore Community Centre.

A member of the public who owned a local business expressed concern about the lack of coach park provision from the end of the year and that the length of time that a decision was taking was frustrating for local businesses.

There being no further business the meeting closed at 21.29 hours.

Date	Payment Type	Description	Supplier	Net £	VAT £	Total £
09/05/2023	Multipay Card	Milk	Mid Counties Co-Op	1.45		1.45
05/06/2023	DD	GMCC Water	Castle Water	106.30		106.30
03/06/2023	DD	Business Rates	Cotswold District Council	655.00		655.00
28/05/2023	DD	Water - Springvale allotments	Castle Water	0.00		0.00
28/05/2023	DD	Water - Piece Hedge Allotments	Castle Water	4.17	0.83	5.00
28/05/2023	DD	Water - Cemetery Lane Allotments	Castle Water	142.67	28.53	171.20
07/06/2023	BACs	Play Area Inspections for May	David Perry	88.00		88.00
07/06/2023	BACs	Delivery of Youth Club	Inspire to Aspire	749.25	149.85	899.10
30/05/2023	Multipay Card	Milk & card	Co-Op	3.45		3.45
07/06/2023	BACs	Basket swing repair items	Wicksteed	93.78	18.76	112.54
24/05/2023	Multipay Card	Weights for vertical blinds	Ebay	14.99		14.99
25/05/2023	Multipay Card	Mini roller set	Toolstation	4.35	0.87	5.22
22/05/2023	Multipay Card	Fire exit light legend	Ebay	5.47	1.09	6.56
10/06/2023	DD	Phone charges	Talk Talk Business	70.76	14.15	84.91
01/06/2023	DD	GMCC Electricity	British Gas	736.32	147.26	883.58
07/06/2023	BACs	Annual subscription for S Henley	Society of Local Council Clerks	337.00		337.00
07/06/2023	BACs	Emergency lighting signage	ER Electrical Services	53.50	10.70	64.20
07/06/2023	BACs	May account	Peter Pulham	190.00		190.00
16/06/2023	DD	Springvale allotments water	Castle Water	8.15	1.63	9.78
07/06/2023	BACs	Village maintenance	Painting lych gate, Baptist cemetery gate and three benches	940.00		940.00
<b>Total</b>				<b>4,204.61</b>	<b>373.67</b>	<b>4,578.28</b>