

**Bourton-on-the-Water Parish Council**  
**Minutes of the Meeting of the Parish Council held at 7pm on Wednesday 6<sup>th</sup> July 2022**  
**in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllr B Hadley (Chairman), Cllrs A Davis, L Hicks, M Macklin, N Randall, A Roberts, B Sumner, B Wragge, L Wilkins.

**In attendance:** Sharon Henley, Clerk, District Cllr Nick Maunder.

**Members of Public:** Steve Cotton, Village Warden and 1 member of public (Chairman of the Platinum Jubilee Working Party).

**Public Session**

There was no police report. The Clerk to continue to request monthly attendance or an update report for Council meetings.

**County Cllr Paul Hodgkinson** – was not present but a report was read out by the Chairman Covid cases were rising and over 75s were urged to get their second booster jab if they had not already done so.

Cllr Hodgkinson planned to meet GCC's Deputy Area Highways Manager and he would chase feedback on items previously raised by the Parish Council. The Clerk sent a list of items to be raised and would request that Cllr Roberts attends the meeting.

There would be a meeting with the football club to discuss future plans and the possibility of an alternative pitch.

The adoption of highways at Bourton Chase Phase 3 by GCC would be chased.

The Clerk to request information on cases of monkeypox from Cllr Hodgkinson.

**District Cllr Nick Maunder** reported:

The owners of Bourton Vale car park announced their intention to cease coach parking provision in the car park from 31<sup>st</sup> December. CDC were arranging a meeting with the owners and welcomed the Parish Council's suggestions on an appropriate solution for the village.

The report on the old railway line redevelopment had been received from Sustrans. It had concluded that it was a viable project so CDC were looking for grant funding.

The old De la Haye's site planning application should have a decision in the next week or so.

**Steve Cotton, Village Warden** reported:

The security company AOS were on a six month contract funded by GCC to patrol the village four days a week to tackle anti-social behaviour. They would like to establish contact with the Parish Council to be better informed of issues. Councillors had already requested that they attend in the evenings to tackle problems in the British Legion car park and The Naught. The Clerk to contact Cllr Hodgkinson to request that regular contact is set up with possible attendance at the monthly VEC meeting.

Residents had enquired about the unused bus shelter at Meadow Way and Cllr Roberts had written to GCC for an update.

**22/078 Apologies for Absence:** Cllr S Coventry and County Cllr Paul Hodgkinson.

**22/079 Approval of Minutes of the 8<sup>th</sup> June Parish Council meeting.** Proposed by Cllr Hadley, seconded by Cllr Roberts and APPROVED.

**22/080 Matters arising:** There were none.

**22/081 Clerk's Report:**

- Cllr Piers Millett had sent his resignation to the Chairman and advised that this had been due to a change in circumstances. The Electoral Officer at CDC had been informed and the statutory procedures to recruit a new councillor would be followed.
- A reminder about the GAPTC AGM on Sat 23rd July at 10.30am at Highnam Community Centre. The Clerk was unable to attend and it was agreed that Cllr Davis would represent the Parish Council.

**22/082 Platinum Jubilee Event June 2022:** The Chairman of the working party updated. The Clerk had advised that some of the receipts from the Open Gardens were still to be received.

The following proposals from the working party for the remaining income from the event were discussed:

1. £250 each to Bourton Primary School, Cotswold School, Bourton Browser, Brownies, Cadets, Sam's, Sue Ryder, Kate's Home Nursing, Headspace, Men in Sheds (Bourton), Sunflowers (11) = £2,750. APPROVED by a majority vote.

2. £400 to the Visitor Information Centre. Cllr Hadley declared an interest as Director of the VIC and did not vote. APPROVED by a majority vote.

3. The working party proposed that the balance of £1,700.37 was committed towards a permanent commemoration in the centre of the village in the form of a drinking water fountain/tap. This was to support the zero-waste strategy in encouraging less use of disposable plastic bottles.

Following discussion, it was agreed that an earmarked reserve should be created for these funds and the project could be investigated providing the remainder of the monies could be found.

It was noted that a quantity of the Jubilee mugs was still available at the office. It was agreed to re-advertise them and the remainder to be distributed to local retirement homes free of charge by Cllr Hicks.

#### **22/083 Planning Committee:**

1. The draft minutes of the Planning Committee on 22<sup>nd</sup> June were noted.

2. Planning Applications - to consider responses to the following:

	Application No.	Address	Proposal
a	<a href="#">22/01897/CLEUD</a>	Valley View Park, Old Gloucester Road, Bourton-on-the-Water	Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for use of: i. Area 'A' for recreation, domestic storage, parking and maintenance area
Comments			
The Parish Council has no comment.			
b	<a href="#">22/01898/CLEUD</a>	Valley View Park, Old Gloucester Road, Bourton-on-the-Water	Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for use of: ii. Area 'B' as recreation, incidental to the caravan site
Comments			
The Parish Council strongly recommends that the submissions of the local residents are taken into account as they would have the best evidence.			

**22/084 Village Environment Committee:** Cllr Roberts, Vice Chairman, noted that owing to Cllr Millett's resignation a new chairman would be elected at the July meeting. The Clerk was asked to write to Cllr Piers Millett to formally thank him for his work on the committee.

1. The draft minutes of the meeting held on 15<sup>th</sup> June were noted.

2. Jubilee Orchard: To consider quote from Paul Rigby to install a gate at the bottom end as a Platinum Jubilee remembrance project at £950 (Paper 2). To identify suitable funding source prior to approval. Following discussion this was deferred back to VEC for a more detailed plan with the possibility of funding by the Tourist Levy.

3. To consider adopting the Zero Waste Declaration and associated proposals, including to install a free to use water tap/drinking fountain and establish an Environmental action working group (Paper 3a & b).

Council APPROVED the adoption the declaration and to display it on the website with the addition of the following preamble 'in the context of the climate emergency having been declared in the Cotswold District....'

The formation of an Environmental Action Working Group to report into the VEC was APPROVED.

This group to work through the other proposals raised and present to the VEC Committee for discussion.

4. Len Hill Memorial:

- a. To note the wall has been repaired and agree any further actions required (Picture - Paper 4)
  - b. To consider quote from Gary McPhilimey to clean and re-paint the memorial at £95 for labour and materials. APPROVED by a majority vote.
5. It was noted that £320 was vired by the committee from the Cemetery Shed budget to the Village Maintenance budget to fund the refurbishment of three benches.
  6. Non committee councillors were invited to attend a presentation from a member of the public at the July VEC meeting on proposals for village improvement.

**22/085 Highways Committee:**

1. The minutes of the meeting held on 22<sup>nd</sup> June were noted.
2. GCC Ash Dieback Project: To note that the committee considered there were sufficient parish-owned trees and that GCC Highways should plant on outlying areas of verge at their discretion.
3. Hedge cutting and pavement obstruction. It was proposed to add a statement to the website to remind residents about their responsibilities to keep pavements clear by cutting back hedges, trees and shrubs. This was APPROVED and Cllr Roberts to work on final wording with the Clerk.
4. GCC's adoption of the roads in part of Bourton Chase Phase 3 (Paper 5). This was noted.

**22/086 Youth & Well-being Committee:**

1. The draft minutes of the meeting on 13<sup>th</sup> June were noted.
2. To review Kompan quote SQ270554-2 to replace uprights on parallel bars and removal of existing swing at Rye Close at £1,554.03 + VAT (Paper 6). APPROVED with any monies remaining in the Thriving Communities earmarked reserve to be used and the balance from the Rye Crescent play area budget.
3. To note the CDC lease of land at Rye Close play area will expire on 19<sup>th</sup> May 2024. The Clerk to diarise to investigate a lease extension during 2023.
4. To agree request from litter picking team to arrange a police briefing on drug-awareness. APPROVED.

**22/087 GMCC Committee:**

1. It was noted that the next meeting is on 21<sup>st</sup> July.
2. Fire extinguisher training for staff and tenants is booked for 9<sup>th</sup> September, any spare places to be offered to councillors. Cllr Sumner requested that his name was added.
3. To consider a request to waive room charges of £40 for the North Cotswold Rotary to host a visit by Ukrainian refugees on 26<sup>th</sup> June (Paper 7). Cllrs Hadley, Randall and Sumner abstained due to being members of Rotary. APPROVED by all others present.
4. The asbestos survey was complete, survey still awaited.
5. Finalisation with the Land Registry for the title of the building was still ongoing and Cllr Sumner continues to chase.

**22/088 Village Green Bookings:** To confirm request for the Caravan and Motorhome Club Band to play on the green at 2pm on Sunday 7<sup>th</sup> August with a collection for the Ukraine by the North Cotswolds Rotary. Cllrs Hadley, Randall and Sumner abstained due to being members of Rotary. APPROVED by all others present.

**22/089 Finance & General Purposes Committee:**

1. It was noted that the next meeting will take place on 21<sup>st</sup> July.

**22/090 Council governance documents and updated policies:** The following drafts were reviewed:

1. Code of Conduct (Paper 8a). The draft considered in June was from the new Local Govt Assoc Code and had been recommended for adoption by CDC. GAPTC had advised that this had been largely drawn up for principal authorities and parish councils did not need to adopt this version if their current version was fit for purpose. Monitoring Officers in Gloucestershire were currently working on a code for town and parish councils. The minor update to the existing Code of Conduct document was APPROVED.
2. Place of Safety Policy (Paper 8b): Minor amendments only were APPROVED.
3. Protocol on the Filming & Recording of Parish Council & Committee Meetings (to supersede the existing Reporting at Meetings Policy) (Paper 8c). APPROVED.
4. Data Protection Policy (Paper 8d) (to supersede the Data Protection & Archiving Policy). APPROVED.
5. Document Retention and Destruction Policy (new policy) (Paper 8e). This was APPROVED with the following amendments: Agendas to be retained with the meeting minutes and playground inspection reports retained for 21 years.

6. Lone Working Policy (Paper 8f) & Lone Working Risk Assessment (Paper 8g): Minor policy amendments were APPROVED.
7. Schedule of Policies July 2022 (Paper 8h). This was noted.

**22/091 Fixed Asset Register**

1. To approve the write-off of the ANPR Asus laptop, proxy cost £200 in 2015. Write-off was APPROVED. It was agreed that Cllr Roberts would delete all ANPR and other data in advance of donation of the item to a local charity.
2. To review updated Fixed Asset Register July 2022 (Paper 9). The updated version included a 5% uplift in insurance valuations as advised by the insurers. The ANPR laptop was written off and cemetery and youth club sheds added. It was noted that Cllr Davis had completed payments for the laptop so with that amendment the document was APPROVED.  
The Clerk to obtain a quote for a rebuilding revaluation of the GMCC which was thought to be shown as too high on the current Register.
3. It was noted that the Clerk would obtain quotes for insurance cover from 1<sup>st</sup> Oct 2022 using the approved Fixed Asset Register. Full review of policy and provision required as recommended by the Internal Audit.

**22/092 SLCC Membership:** To consider payment of Clerk's annual membership of the Society of Local Council Clerks at £294.00. APPROVED.

**22/093 Finance:**

1. To approve write-off of invoice for room hire from November 2020 for £11.00. APPROVED.
2. It was noted that an overpayment of Clerk's salary in June of 20p had been corrected.
3. It was noted that the Multipay card was refunded £96.58 for return of a hanging basket watering kit.
4. The NS&I bank account was closed and the account balance of £1,500.02 had been received.
5. An underpayment to HMRC from Month 3 in 2021-22 (6<sup>th</sup> June to 5<sup>th</sup> July) totalling £985.48 including interest (Paper 10a) was included on the Payments List and APPROVED.
6. The schedule of payments up to 6<sup>th</sup> July 2022 (Paper 10b v4) was APPROVED and is available at Appendix 1.
7. There were no cheques to be signed and BACS payments to be approved following the meeting by Cllrs Hadley and Roberts.
8. The bank reconciliation dated 30<sup>th</sup> June (Paper 10c), the Summary Report (Paper 10d), Financial Forecast to 6<sup>th</sup> July 2022 (Paper 10e) and Reserves Report (10f) were all reviewed and noted.

**22/094 Clerk's Delegated Authority:** Current arrangements were reviewed and existing arrangements for Planning and TPOs were RE-APPROVED.

**22/095 Website/Email Addresses:** To consider future provision of website domain name and associated email addresses. The Clerk advised that insufficient investigation had taken place to enable a transition to a .gov.uk domain name from the current .org.uk. The current domain name would require renewal in September and had cost around £70 for two years. As a project to upgrade the website had yet to be budgeted for or undertaken it was APPROVED to continue with the existing domain name on renewal in September, which would also provide an email for ANPR admin.

**22/096 Reports from representatives on Outside Bodies:**

Cllr Davies attended the Cotswolds National Landscape meeting where the Thames Water funded project on the River Evenlode was discussed. The National Grid would bury large pylons in the Cleeve Hill area. Cllr Davies also attended the Cotswold Wardens annual meeting and thanked the voluntary Parish Warden and all volunteers.

Cllr Wragge attended the Moore Friends AGM and highlighted that the group would finish at the end of 2024. They currently donate around £75k per year to local organisations.

Cllr Roberts attended CDC's Town & Parish Council Forum and would circulate a presentation on planning. Cllr Roberts was now the official Parish Flood Warden.

**22/097 Correspondence:** To receive correspondence since the last meeting and agree actions.

- (a) Email from resident on Clapton Row Green (Paper 11). The Clerk to respond that this was noted and the Parish Council would work towards what was suggested.
- (b) Email regarding the coach park (Paper 12) Bourton Vale car park. The intention to cease coach parking on 31<sup>st</sup> Dec 2022 was covered in Cllr Maunder's report. Cllrs Hadley and Roberts asked Cllr Maunder if they could be included in CDC's meeting with the owner.
- (c) An invitation from Avon & Somerset Police to a Fraud Safety Webinar at 7pm on 18<sup>th</sup> July was noted.

**22/098 Any Other Business:**

- (a) The Clerk to enquire when the hedge at Melville would be cut.
- (b) Cllr Maunder to check when the public consultation on the Tourism Levy Question would take place.
- (c) It was noted that the old Co-Op site had been purchased without planning permission for mixed use housing and affordable housing of around 30-50 in total and possibly some commercial development. It was understood that the buyer would like to meet the Parish Council before making a planning application and the Clerk to investigate.

**22/099 Next Meeting:** It was agreed to reschedule the August meeting to Tuesday 2<sup>nd</sup> August to ensure availability of councillors. Meeting to take place in the Windrush Room, The George Moore Community Centre.

**Public Session:** There were no items.

**22/100 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 item is confidential as it relates to a commercial tenancy. As such, the press and public are excluded from this part of the meeting. APPROVED.

**22/101** To receive an update from the Clerk on rent payments (Confidential Paper 13). A proposal from the tenant was APPROVED and the Clerk to provide monthly updates until December.

There being no further business the meeting closed at 21.19 hours.

Appendix 1 Payments List – 6 <sup>th</sup> July 2022						
Invoice No	Payee	Item	Net amount	VAT	Total	Cost Code
<b>BACS</b>						
	HMRC	Staff tax/NI - June	1,894.63	0.00	1,894.63	Staff tax/NI
214PW00148457	HMRC	Staff tax/NI - underpayment from June 2021 Month 3 inc interest	985.48	0.00	985.48	Staff tax/NI
573	Gotherington Nurseries	Refill of hanging baskets	397.38	79.48	476.86	Village maintenance - hanging baskets
621	Hickman Brothers Landscapes	Len Hill memorial - partial completion of wall renovation	720.00	144.00	864.00	Contingency - miscellaneous
	Bourton Parochial Church Council	Grass cutting at St Lawrence Churchyard	700.00	0.00	700.00	Contingency - miscellaneous
MEM240021-1	SLCC	Clerk's membership fee	294.00	0.00	294.00	Admin - miscellaneous
1848	Treetech	Tree survey work - 3 month work from 2022 survey	490.34	98.07	588.41	Village maintenance - tree works EMR
9442	Cotswold & Vale	Carbon monoxide detectors for Flats	205.98	41.20	247.18	GMCC H&S EMR
106726	Fire Protection Association	Fire extinguisher training	700.00	140.00	840.00	GMCC H&S EMR
37332	L S Chemicals	Toilet consumables	92.80	18.56	111.36	GMCC - Toilet consumables
35	E & M Joynes	Len Hill memorial - completion of wall renovation	830.00	166.00	996.00	Contingency - miscellaneous
203-3516647-3700347	J Herbert	Hi-vis jacket	13.62	2.73	16.35	GMCC H&S EMR
203-8122023-3434745	J Herbert	Clipboard	3.15	0.63	3.78	GMCC H&S EMR
308	Maydays	GMCC cleaning Jan-May	2,700.00	540.00	3,240.00	GMCC - cleaning services
V123	Bibury	Grounds maintenance	1,851.67	370.33	2,222.00	Village maintenance-maintenance contract
10	Smiths (Gloucester) Ltd	Asbestos survey	795.00	159.00	954.00	GMCC H&S EMR
PI 0012	Dave Perry	Playground Inspections 6th May - 24th June	132.00	0.00	132.00	Play area inspections
	Peter Pulham	Litter picking and various tasks in June	185.00	0.00	185.00	Naight/Melville/Jubilee Gdns/Cem main
INV-0085	Inspire to Aspire	Youth Club provision	683.54	136.71	820.25	Youth Club Supervision
Inv 9459	Cotswold & Vale	PAT testing GMCC	217.50	43.50	261.00	GMCC Maintenance
SI-234	Play Gloucestershire	Play rangers - Apr-Jun	3,063.50	0.00	3,063.50	Youth- Play rangers
3	Sue Cretney	Reimbursement of Platinum Jubilee expenses	1,654.77	147.49	1,802.26	Platinum Jubilee Celebrations - various
	Paul Rigby	Repair of wall in GMCC car park	200.00	0.00	200.00	GMCC - maintenance
<b>Multipay Card</b>						
ORD508334-1	SLCC	Local Council Administration Manual	141.00	0.80	141.80	Admin - miscellaneous
	Co-op	Office supplies	6.20	0.00	6.20	Admin- miscellaneous
	Lloyds Bank	Multipay monthly fee	3.00	0.00	3.00	Admin - bank charges
	buy-a-parcel.com household appliance stores	Refund for hanging basket watering kit	-80.48	-16.10	-96.58	Village Maintenance - hanging baskets
<b>Direct Debits</b>						
n/a	NEST Pension	Period end 30/06/2022	560.47	0.00	560.47	Staff pensions
PSI-0629732	Grundon	Refuse collections	175.21	35.04	210.25	Admin - refuse collections
1317056	Apogee (Directtec)	Photocopier support	93.20	18.64	111.84	Admin- photocopier

2593071	Crown Gas & Power	Gas charges - PC	48.03	2.40	50.43	Admin - Utilities gas
	Unity Bank	Bank charges Mar - Jun	3.90	0.00	3.90	Admin - bank charges
	Cotswold District Council	Business rates	624.00	0.00	624.00	Admin - business rates
23788108	TalkTalk	Landline & broadband 26th May- 24th June & line rental	62.13	12.43	74.56	Admin - telephone
7475946	Castle Water	Water charges - Springvale	4.17	0.83	5.00	Burials/allotments - Springvale water
7288007	Castle Water	Water charges - GMCC	149.72	0.00	149.72	Admin- water charges
2583447	Crown Gas & Power	Gas charges - The Cottage	20.89	1.04	21.93	Admin - Utilities gas
	Unity Bank	Bank charges Mar - Jun	49.80	0.00	49.80	Admin - bank charges
<b>Staff Wages</b>						
	S Henley	Wages - Jul				
	C Cooper	Wages - Jul				
	J Herbert	Wages - Jul				
	E Webb	Wages - Jul				
			<b>25,761.81</b>	<b>2,142.78</b>	<b>27,904.59</b>	

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