

**Bourton-on-the-Water Parish Council**  
**Minutes of the Highways Committee Meeting**  
**held at 6.30pm on Thursday 26<sup>th</sup> October 2023**  
**in The Windrush Room, The George Moore Community Centre**

**Those Present:** Cllrs L Wilkins (Chairman), A Davis, A Roberts, M Samuel and B Wragge.

**In Attendance:** Vanessa Oliveri, Locum Committee Clerk

**Members of Public:** None present.

1. **Apologies for absence:** The committee received apologies from Cllr Tapper and Cllr Macklin.

2. **Declarations of Interest:** Cllr Davis declared an interest in Paper 5.

3. **Minutes of the Highways Committee held on 21<sup>st</sup> September 2023.**

Cllr Wilkins proposed to approve the minutes of the Highways Committee held on 21<sup>st</sup> September 2023. Cllr Roberts seconded the proposal and a unanimous vote of all in favour was taken of approving the minutes of 21<sup>st</sup> September 2023.

4. **Opportunity for members of the public to speak:** None present.

5. **Matters Arising:**

a) **Closure of Coach Park:** Review of current situation. The committee agreed that the proposed coach drop off point in Station Road was not a safe option as it would hold the traffic up in Station Road, large groups of people getting off the coach would need to cross Station Road and then there would be the issue of the coach trying to turn around possibly in the vicinity of Rissington Road. A suggestion was made to go back to Pulhams and request a coach park on the industrial site and run a park and ride shuttle service to and from the village. This matter was to be discussed at the Parish Council meeting on 1<sup>st</sup> November 2023.

b) **Dog poo bag and dispenser:** CDC have been informed that BPC would not be funding the refills of the dog poo dispensers.

c) **Traffic cones:** Cllr Roberts agreed to follow this up with GCC as he was still awaiting an answer.

d) **Parking Enforcement Hours:** The committee agreed that the Parking Enforcement Hours for next year would need to be covered from Mid-March to the end of October. This would be covered out of the Tourist Levy and not the precept.

e) **Hedges overhanging footpaths:** The committee noted that an article had gone into the Bourton Browser to remind residents to cut back any hedges overhanging footpaths. The committee agreed that flyers were to be produced based on the article and committee members would post the flyers through residents' letterboxes. A log was to be kept of where the flyers had been delivered. Cllrs agreed to have a walk around and report back to the next Highways meeting of where the hedges were required to be cut back. Agenda item for the next meeting.

f) **Wall adjacent to the public toilets:** The resident had been informed of the condition of the wall and had organised the work required.

g) **Soakaway at Jubilee Orchard:** The PC's contractor had cleaned out the soakaway as instructed.

6. **Police:** To receive a police report. – Not present and no report received. Cllr Davis agreed to contact PC Kim Graham regarding the issue of lorries parking on the corner of the industrial estate and the new development.

7. **The current Highways Cost Centre Summary Report and Reserves Report (Papers 1a & b):** The committee received the Highways Cost Centre Summary Report and the Reserves Report to date. The committee asked for a Tourist Levy breakdown for the next meeting.

## 8. Traffic & Highways:

- a. Management and delivery of the Strategic Plan: Dan Tiffney and Wendy Gray, GCC had been contacted to find out when the road markings in the village would be complete. The PC were awaiting an answer from them. Having a bus bay in the village and the possibility of reducing the parking times down to 45 minutes in the village were discussed. The residents were to be consulted on their thoughts. BPC would be discussing this at the PC meeting arranged on 1<sup>st</sup> November 2023.
- b. Delivery of VAS: Waiting for GCC to sort out. - Cllr Roberts agreed to chased GCC on this.
- c. Inoperative VAS: Rissington Road. Cllr Roberts informed the committee of the costs to repair the inoperative VAS at a cost of £673.75 + VAT or to have a new comms box installed at a cost of £595.00 + VAT. The committee unanimously agreed to opt for the cost of a new comms box to be installed.

This cost of the new comms box was in addition to the following costs:

Use of cherry picker £275 + VAT for repair work

Use of cherry picker £275 + VAT for refitting of camera and new comms box

Replace comms box £595 + VAT

Total £1818.75 + VAT

All above costs were APPROVED.

The Committee further APPROVED for £1,000 to be vired from the Highways EMR to the Camera Maintenance budget. This £1,000 was previously set aside for a lamp at Melville which was no longer required.

- d. Installation of dropped kerbs: No update received from Dan Tiffney – **Cllr Roberts to follow up.**

## 9. Footpaths: Periwinkle Bank and Manor Fields Footpaths – Cllr Roberts had involved the Rights of Way Officer and Paths Warden to provide a job specification required for Periwinkle Bank. A quotation had been received from Cotswold Surfacing Co based on the specification required at a cost of £6,860.00 + VAT. Cllr Roberts would notify CDC on the amount required out of the Tourist Levy 2024/25 for this project.

Cllr Davis reported that additional work was required prior to submitting a grant application to surface the Manor Fields footpath. GCC were contacting the landowner to seek permission and match funding to undertake the work required. A new grant fund had become available through DEFRA which would cover a project like this. Cllr Davis would report back to the next Highways committee meeting on the progress of this.

## 10. 2024/2025 Highways budget – The committee considered the 2024/2025 Highways budget for submission to the Finance and Governance Committee and agreed unanimously on the following: -

|              |                              |          |                                       |
|--------------|------------------------------|----------|---------------------------------------|
| 11010        | Footpaths                    | £        | 500.00                                |
| 11050        | Winter weather               | £        | 500.00                                |
| 21010        | CEO additional hours         | £        | 10,000.00                             |
| 21011        | Camera maintenance           | £        | 4,000.00                              |
| 21037        | Highways safety              | £        | 3,500.00 (Note: change of code title) |
| 21043        | ANPR planned replacement EMR | £        | 3,000.00 (Note: change of code title) |
| <b>Total</b> |                              | <b>£</b> | <b>21,500.00</b>                      |

The committee asked to be informed when the Tourist Levy gets paid in at the next Highways committee meeting.

## 11. Correspondence:

- a. A resident had reported an issue with dog fouling on the grass verges and footpaths at the entrance of Beddome Way. The committee clerk was to ask the village warden if he could provide some dog fouling stickers.

- b. A resident had reported a vehicle being regularly parked on the grass verge to the right of the Rissington Road arch (on Bromford owned land). The committee clerk to report this issue to Bromford.
- c. Two emails had been received regarding car parking penalties being issued in error at Hackling car park in Station Road whilst vehicles were entering or leaving the petrol station or the Co-op access through the car park. Whilst the committee members were sorry to hear about this problem, they pointed out that this was a matter between the landowner and the person receiving the penalty. Cllr Davis agreed to raise this issue at a Co-op meeting that she would be attending the following day.

**12. Items to note:** None.

**Date of Next Meeting:** 6.30pm on Monday 20<sup>th</sup> November in the Salmonsbury Room.

There being no further business the meeting closed at 8.12pm.