

**MINUTES OF THE MEETING  
OF BOURTON ON-THE-WATER PARISH COUNCIL  
held on Wednesday 2<sup>nd</sup> June 2021 at 7.00pm  
Residents attended via Zoom.**

**Present:** Cllrs R Hadley (Chairman), S Coventry, A Davis, L Hicks, M Macklin, P Millett, N Randall, A Roberts, B Sumner, L Wilkins, and B Wragge.

**Standing Orders were suspended for the following reports and the public session**

**Police Report:** The Police team had given apologies but Cllr Hadley passed on a verbal report, which advised on PCSO Symes' resignation.

**County Cllr Report:** County Cllr Paul Hodgkinson reported on his recent re-election. He gave an update on: the COVID-19 situation and vaccination statistics for the county, concerns arising on Moore Road from the new TRO, traffic flow issues entering temporary car parks, dangerous driving within the village following duck deaths, delays in installing additional signage to the car parks. He advised that the drainage problem outside De La Haye's had been resolved, but that the site had not yet been sold, hence the legal dispute with GCC regarding the seating is ongoing. Potential buyers are being made aware of the legal dispute, and this matter will be taken up when new owners are in place. A TAG meeting will be held to discuss which of the group's ideas can be progressed and a business group has now been set up in place of the disbanded Chamber of Commerce. Cllr Hodgkinson agreed to work with the Council in any future project to establish a Planning Vision Statement for the village.

**District Cllr Report:** District Cllr Nick Maunder reported that temporary toilets were now in place in the three temporary car parks and that a Comfort Partnership had been negotiated with Bourton Vale Car Park so these toilets can be used by the public to help ease pressure on the village's facilities. CDC Licensing officers have notified the owners of Manor Fields that no permission has been granted for the refreshment stall and this activity must cease immediately. The Planning Committee will consider liaising with the owner to discuss the issues arising from this Alternative Use activity. Litter issues in the village are being managed by increased frequency of collections, and with the support of and thanks to volunteer litter pickers. He proposed that CDC provides bags and equipment for volunteers at the start of each season to be stored at the Council offices, which offer was gratefully accepted. New litter bins will be installed in the village centre within the next few weeks, and CDC will shortly contact the Council to propose that revenue from the new Tourist Tax be used to fund the engagement of a Village Warden with a remit to liaise with businesses, visitors, and the Council to raise awareness of and identify initiatives which will reduce the increasing amounts of litter being generated. He reported that there was an £80k High Street re-opening fund to be available for small infrastructure projects. CDC's community fundraising initiative through Space Hive is currently promoting 3 local projects: Cotswold Reusable Cups, Cotswold Friends, opening of Bourton to Kingham Trail.

**Public Questions:** Kathryn Pulham reported on the successful recent project held at The Cotswold School supported by Headspace, Inspire to Aspire and the Parish Council to offer mental health and wellbeing training to the Year 11 students, which support is very much appreciated.

Cllrs Hodgkinson and Maunder left the meeting at this point.

**21/021: Apologies for absence:**

Cllr Richard Keeling was not present.

**21/022: Declarations of Interest:**

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

**21/023: Minutes of the Annual Parish Council Meeting held on 5<sup>th</sup> May 2021 and the Annual Parish Meeting held on 29<sup>th</sup> April 2021:** Cllr Randall proposed that Item 21/011 be amended to add "Cllr Randall expressed his concerns regarding the legal position in respect of the Parish Council's involvement regarding mental health training being conducted at The Cotswold School, and felt this warranted further consideration". Subject to this

amendment, Cllr Hadley proposed that the minutes of the meeting held on 5<sup>th</sup> May 2021 be signed as a true record of the meeting, seconded by Cllr Macklin. APPROVED unanimously. Cllr Hadley proposed that the minutes of the Annual Parish Meeting held on 29<sup>th</sup> April 2021 be signed as a true record of the meeting, seconded by Cllr Macklin. APPROVED by a majority vote.

**21/024: Matters Arising:** The following was discussed:-

- Mental Health training: Cllr Randall reiterated his concerns regarding the legality of Council's involvement in mental health training in general; Cllr Davis clarified that the Council's General Power of Competence remains valid for ongoing projects.
- Committee meetings: It was agreed that the frequency of committee meetings would remain unaltered during the absence of a permanent Clerk, but that committees would produce their own minutes.

**21/025: Planning Committee Report**

Cllr Davis reported on minutes from the May Committee Meetings and the following was discussed further:

- Cllr Davis thanked Cllr Sumner as the outgoing chairman of the committee.
- Council noted Cllr Roberts' and Davis' enrolment on 3 CPRE planning training courses in the total sum of £120;
- Cllr Davis proposed Council become a member of CPRE to benefit from advice and training opportunities, in the sum of £36pa, seconded by Cllr Roberts, APPROVED by majority vote. Cllr Roberts' and Cllr Davis' planning training courses will now be discounted to a total of £54;
- The committee is seeking training in the process governing the Licensing process to assist with its consideration of these applications;
- The committee will prepare a draft Planning Vision for Bourton to help address future changes to planning legislation;

**21/026: Village Environment Committee Report**

Cllr Millett reported on minutes from the May meeting and the following was discussed further:

- Council noted Committee expenditure on the planting and maintenance of hanging baskets (£308 and £700), and the instruction of repairs to a boundary wall at St Lawrence's churchyard (£485);
- Cllr Wragge proposed Council approve The Wright Signs' revised quotation of £95 + VAT to provide 1 additional bye-laws sign for display on the Village Green, seconded by Cllr Roberts, APPROVED by majority vote. The committee was delegated to agree the exact location and direction of the bye-laws sign, and to undertake a review of village centre signage in general.
- Cllr Roberts proposed Council adopt the amended Village Green Hire policy to reflect new legislation governing the sale of alcohol, seconded by Cllr Hicks, APPROVED unanimously.
- Council noted a letter received from a visitor to the cemetery commenting on the excellent condition of the grounds and a vote of thanks will be given to the maintenance contractor.

**21/027: Highways Committee:** Cllr Roberts reported on minutes from the May meeting and the following was discussed further:

- Cllr Roberts gave a vote of thanks to Cllr Randall as the outgoing chairman of the committee.
- Cllr Hicks proposed Council approve the draft letter reminding local businesses of their responsibilities and legislation in respect of the display of A boards on public footpaths in the village centre, seconded by Cllr Coventry, APPROVED unanimously; it was agreed the letter will also be sent out to Industrial Estate businesses
- Cllr Davis to assist the Clerk in refining the current distribution list for this area;
- Cllr Roberts provided information on the topics to be discussed at the forthcoming meetings with the Area Highways Manager, the Footpath Wardens and he reported from attendance at a recent Police webinar;

**21/028: Youth & Well-being Committee:** Cllrs Hicks and Davis reported on minutes from the May Committee Meetings and the following was discussed further:

- Council noted the committee's instruction of Play Glos to provide Play Ranger sessions for 2021-22 – total sum to be committed from within budgeted funds tbc following receipt of this year's Service Level Agreement;
- A lengthy discussion took place regarding the committee's recommendations for the supplier of new play equipment at the Naight and Melville. It was noted that there was a shortfall between budgeted/grant funds (£67k) and the recommended supplier cost (£74.4k). Cllr Hicks proposed Council approve the quotation from Kompan in the total sum of £74,400 + VAT, seconded by Cllr Millett, APPROVED by majority vote. Cllr Hicks

proposed the shortfall of £7.4k be met by transferring £5k from the deferred New Burial Space budget and £2.4k from surplus reserves, seconded by Cllr Davis, APPROVED by majority vote.

- Cllr Hicks proposed Council approve Wicksteed's quote in the sum of £180 + VAT to deliver the annual Safety inspection, seconded by Cllr Hadley, APPROVED by majority vote.
- Cllr Davis proposed Council award a grant in the sum of £140 (VAT element recoverable) to The China Shop to facilitate the reinstatement of the nearby defibrillator (currently inoperative), seconded by Cllr Millett, APPROVED unanimously.
- Cllr Davis advised that Cotswold First Aid would be asked to provide future CPR and defibrillator training;
- Cllr Davis proposed that Council appoints a Working Party to deliver the Wellbeing & Thriving Communities projects (which are the subject of awarded grants iro £11k), with subsequent ownership of the projects to revert to the community, once established, seconded by Cllr Hicks, APPROVED by majority vote.
- Cllr Hicks proposed Council approve the appointment of David Perry as Play Inspector in the sum of £11ph, seconded by Cllr Hadley, APPROVED unanimously.

**21/029: Community Centre Committee:** Cllr Sumner gave a verbal report and the following was discussed further:

- Cllr Sumner proposed Council approve Heritage Roofing's quotation in the sum of £1,450 + VAT to remove the redundant chimney stack, seconded by Cllr Roberts, APPROVED unanimously;
- (Cllr Hicks declared an interest in this item and took no part in discussions) Council considered a tenant request for the removal of washbasins from their accommodation; Cllr Sumner proposed Council give approval for works, at the tenant's own cost in line with tenancy T&C's, seconded by Cllr Roberts, APPROVED by majority vote. At the end of the tenancy the Council will not require reinstatement.
- Council noted that tenants' renewal leases will be completed shortly by solicitors to include 18 month rent reviews, where appropriate;
- Cllr Sumner advised that issues relating to the Title Deed and the Transfer of Title were proceeding. Council decided not to approve signature of a Deed of Covenant until next meeting because it had not been presented in time for inclusion in the agenda. It will be held over to the July meeting.
- Blocked chimney stacks: These have been photographed using drone equipment – further investigation is required by the committee to identify the solution/works required, but no further drone images are necessary.
- IT-Sub-Committee: As previously agreed, Council will consider the committee request to transfer responsibility for this sub-committee to Finance on production of a written rationale.

**21/030: Village Green Bookings:**

- Council noted there were no new applications to consider. Bourton Rovers' request for football in the river to be played at 11am was approved, and it was noted that no fete would take place on the green as a family fun day would be held at the Football Club instead.

**21/031: Finance:** Cllr Hadley gave a verbal report and the following was discussed further:

- Cllr Hadley proposed Council approve the schedule of payments in the sum of £16,413.31 in accordance with the revised circulated schedule, seconded by Cllr Davis. APPROVED unanimously.
- Council noted the satisfactory bank reconciliation to 17th May, the May Summary Report (Cllr Hadley provided information on budget variances) and the Financial Forecast;
- Cllr Hadley proposed Council approve the Schedule of Direct Debits and Standing Orders for 2021-22, seconded by Cllr Davis, APPROVED unanimously.
- Council noted the submission of the approved AGAR to the External Auditors and completion of the 4<sup>th</sup> quarter Internal check of Council's financial systems – no matters arising;
- Council noted the revised timescale for the annual review of its internal governance documents for 2021-22 – all documents will be submitted to Council for approval at its October meeting;
- Council noted expenditure of £25 for Cllr Davis to attend a Chairmanship Skills training course;
- Council discussed and voted on the appointment of a new Clerk as a Confidential Item at the end of the meeting, and terms and condition of employment for this position were discussed and agreed; Cllr Hadley proposed Council appoint Sharon Henley as Clerk, seconded by Cllr Roberts, APPROVED unanimously. It was agreed that a Locum will be engaged to provide cover for the entire period prior to the new Clerk commencing;

**21/032: Reports from representatives on Outside Bodies:**

- Cllr Wragge reported on the forthcoming re-opening of Cheltenham General A&E 8am-8pm, and the granting of the Queen's Award for Voluntary Organisations to Cotswold Friends;
- It was agreed that Cllr Davis would attend GAPTC's AGM to put forward Council's resolution.

**21/033: 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 website.

**21/034: Any Other Business: Receive reports, for information only:**

- Cllr Hadley passed on a report from the Covid Recovery Assistant following their visit to Bourton during the Bank Holiday weekend;
- Council gratefully accepted a resident's offer of donating photographs of Bourton taken during the various lockdowns for its archives, and will gather additional material to provide a comprehensive record of this exceptional event;
- Cllr Davis reported that existing grant funding would not be affected by the appointment of a new Police Crime Commissioner;
- Cllr Hadley reminded councillors of the need to forward resident correspondence to the Clerk for response and actioning – councillors are only authorised to progress matters delegated to them at meetings;

**21/035: Next Meeting**

It was confirmed that the next meeting of Bourton on the Water Parish Council will be held on **Wednesday 7<sup>th</sup> July 2021** at The George Moore Community Centre at 7.00pm with members of the public able to join via Zoom.

**Public Session:** There were no public questions.

**The meeting closed at 9.27 pm.**

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