

# Bourton-on-the-Water Parish Council

Minutes of an Extraordinary Meeting of the Parish Council held at 7.00pm on Monday 29<sup>th</sup> January 2024  
in the Windrush Room at The George Moore Community Centre

**Those Present:** Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, B Hadley, L Launchbury, M Samuel, L Wilkins, B Wragge.

**In Attendance:** Sharon Henley, Clerk.

**Members of Public:** None present.

**Public Session:** None present.

**23/465 Apologies for absence:** Cllrs A Davis, J Jowitt, M Macklin, S Tapper and J Wareing. These were noted.

**23/466 Declarations of Interest:** There were none.

**23/467 2024-25 Draft Budget (Paper 1a):** To review recommendations from 25<sup>th</sup> January Finance and Governance Committee and agree final budget.

The draft budget spreadsheet was updated following the F&G meeting as follows:

1. The 3-year forecast for bank interest was reduced due to the anticipated fall in interest rates.
2. The Tourist Levy funding was adjusted pending advice from CDC. Final confirmation was received immediately prior to the meeting and was discussed.

A quote from Gloucestershire County Council for additional parking enforcement at £18,428.46 was received and agreed in principle and would receive 50% match funding from the Tourist Levy. The Highways budget for Additional CEO hours 21010 was increased from £5,000 to £9,000. The funds to be drawn from General Reserves were increased from £10,000 to £14,000 to minimise the increase in budget requirements from the precept.

Following discussion, Council APPROVED a budget of £193,274 (see Appendix 1).

**23/468 2024-25 Precept (Paper 1b):** To agree precept request to be submitted to CDC, in line with budget agreed at 23/467. It was noted that, based on the budget and a precept request of £193,274 the Band D equivalent sum will be £109.46 per household per annum, rising from £103.30 in 2023/24. There will be a rise of £6.16 per Band D household per annum or just under 12p per week. Parish Council services cost parishioners £2.10 per week for a Band D equivalent property. The total percentage increase in Precept is 5.96%. Council APPROVED a precept request of £193,274.

**23/469 Items to note:** There were none.

**23/470 Next Meeting:** The next full Parish Council meeting will be held at 7pm on Wednesday 7<sup>th</sup> February 2024 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.26 hours.

## Appendix 1

| Budget 2024-25                          |                                       |               |               |                 |               |               |
|---|---------------------------------------|---------------|---------------|-----------------|---------------|---------------|
| CODE                                    | TITLE                                 | Current Year  | Approved      | 3 Year Forecast |               |               |
|   |                                       | 23/24         | 24/25         | 25/26           | 26/27         | 27/28         |
| <b>ADMIN</b>                            |                                       |               |               |                 |               |               |
| 1010                                    | Audit                                 | 1,695         | 1,780         | 1,869           | 1,962         | 2,060         |
| 1020                                    | Bank Charges                          | 315           | 331           | 347             | 365           | 383           |
| 1030                                    | Business Rates                        | 8,134         | 8,541         | 8,968           | 9,416         | 9,887         |
| 1040                                    | Chairmans Allowance                   | 315           | 331           | 347             | 365           | 383           |
| 1050                                    | Misc (Cllr Mileage, publications)     | 263           | 250           | 263             | 276           | 289           |
| 1060                                    | Insurance                             | 8,960         | 10,638        | 10,643          | 11,175        | 11,734        |
| 1080                                    | IT & Software inc. Scribe Account     | 1,500         | 1,500         | 1,575           | 1,654         | 1,736         |
| 21031                                   | Cllr Email Charges (change to Micros) | 1,117         | 1,173         | 1,232           | 1,294         | 1,358         |
| 1090                                    | Payroll Services                      | 221           | 232           | 244             | 256           | 269           |
| 21044                                   | Consumables                           | 300           | 315           | 331             | 347           | 365           |
| 1110                                    | Photocopier                           | 599           | 696           | 731             | 767           | 806           |
| 1130                                    | Stationery                            | 788           | 450           | 473             | 496           | 521           |
| 1140                                    | Membership Subs                       | 1,700         | 1,850         | 1,943           | 2,040         | 2,142         |
| 1150                                    | Telephone                             | 750           | 788           | 827             | 868           | 912           |
| 1160                                    | Training                              | 850           | 893           | 937             | 984           | 1,033         |
| 1170                                    | Utilities Cost (move to GMCC)         | 13,842        | 17,361        | 18,229          | 19,141        | 20,098        |
| 1180                                    | Web hosting domain                    | 105           | 560           | 588             | 617           | 648           |
| 21033                                   | Elections (for EMR)                   | 2,000         | 2,000         | 2,000           | 2,000         | 2,000         |
| NEW                                     | HR Services                           |               | 500           | 525             | 551           | 579           |
|   | <b>TOTAL</b>                          | <b>43,455</b> | <b>50,187</b> | <b>52,070</b>   | <b>54,022</b> | <b>56,623</b> |
| <b>GMCC (GMCC Committee)</b>            |                                       |               |               |                 |               |               |
| 5010                                    | Alarms - fire                         | 840           | 882           | 926             | 972           | 1,021         |
| 5110                                    | H&S                                   | 0             | 600           | 200             | 210           | 221           |
| 5020                                    | Alarms - intruder                     | 315           | 385           | 404             | 424           | 446           |
| 5050                                    | Cleaning                              | 8,000         | 10,000        | 10,500          | 11,025        | 11,576        |
| 5130                                    | Maintenance                           | 6,000         | 10,300        | 10,815          | 11,356        | 11,924        |
| 5150                                    | Refuse Collections                    | 2,105         | 2,210         | 2,321           | 2,437         | 2,558         |
| 5180                                    | Sanitaryware collections              | 630           | 380           | 399             | 419           | 440           |
| 5190                                    | Toilet consumables                    | 500           | 525           | 551             | 579           | 608           |
| 5200                                    | Window cleaning                       | 700           | 735           | 772             | 810           | 851           |
| 21045                                   | Decorating GMCC                       | 100           | 355           | 373             | 391           | 411           |
| 5060                                    | Drains/Gutters                        | 300           | 600           | 630             | 662           | 695           |
| 21034                                   | Licence & Lease Renew                 | 800           | 600           | 630             | 662           | 695           |
| NEW                                     | EPC Assessments                       |               | 300           | 315             | 331           | 347           |
|   | <b>TOTAL</b>                          | <b>20,290</b> | <b>27,872</b> | <b>28,836</b>   | <b>30,277</b> | <b>31,791</b> |
| <b>EVENTS</b>                           |                                       |               |               |                 |               |               |
| 21046                                   | Coronation                            | 1,000         | 0             | 0               | 0             | 0             |
| NEW                                     | D-Day Commemoration                   | 0             | 500           | 0               | 0             | 0             |
|   | <b>TOTAL</b>                          | <b>1,000</b>  | <b>500</b>    | <b>0</b>        | <b>0</b>      | <b>0</b>      |
| <b>PLAY AREAS/YOUTH (YWB Committee)</b> |                                       |               |               |                 |               |               |
| 8010                                    | Inspections                           | 2,344         | 1,650         | 1,733           | 1,819         | 1,910         |
| 8020                                    | Misc                                  | 53            | 0             | 0               | 0             | 0             |
| 8030                                    | Play area - Melville                  | 1,576         | 1,000         | 1,050           | 1,103         | 1,158         |
| 8040                                    | Play area - Naight                    | 935           | 1,500         | 1,575           | 1,654         | 1,736         |
| 8050                                    | Play area - Rye Cres                  | 2,500         | 300           | 315             | 331           | 347           |
| 8103                                    | Youth Club Hire fees                  | 1,480         | 2,205         | 2,315           | 2,431         | 2,553         |
| 8070                                    | Play Rangers                          | 13,254        | 15,157        | 15,915          | 16,711        | 17,546        |
| 8101                                    | Youth Club equipment                  | 263           | 50            | 53              | 55            | 58            |
| 8105                                    | Youth Club Supervision                | 6,491         | 9,000         | 9,450           | 9,923         | 10,419        |
| NEW                                     | Rye Crescent new play equipment       | 0             | 3,000         | 0               | 0             | 0             |
| 21035                                   | A/Audit Priority Work                 | 1,000         | 0             | 0               | 0             | 0             |
|   | <b>TOTAL</b>                          | <b>29,896</b> | <b>33,862</b> | <b>32,405</b>   | <b>34,025</b> | <b>35,727</b> |

## Appendix 1

| <b>HEALTH &amp; WELLBEING (YWB Committee)</b>                   |                                     |                |                |                |                |                |
|---|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| 21002   | Health & Wellbeing                  | 520            | 250            | 263            | 602            | 632.1          |
|   | <b>TOTAL</b>                        | <b>520</b>     | <b>250</b>     | <b>263</b>     | <b>602</b>     | <b>632.1</b>   |
| <b>VILLAGE MAINTENANCE (VEC Committee)</b>                      |                                     |                |                |                |                |                |
| 13010   | General maintenance                 | 3,150          | 3,308          | 3,000          | 3,150          | 3,150          |
| 13020   | Grass Treatment                     | 2,000          | 500            | 2,205          | 2,315          | 2,315          |
| 13030   | Maintenance Contract                | 22,285         | 22,285         | 22,285         | 30,000         | 31,500         |
| 13050   | Maint of planted areas              | 816            | 750            | 900            | 945            | 945            |
| 13081   | Hanging Baskets                     | 2,200          | 2,310          | 2,426          | 2,547          | 2,547          |
| 13082   | Xmas Display                        | 3,500          | 2,750          | 3,859          | 4,052          | 4,255          |
| 21047   | Village Green repairs               | 3,740          | 3,927          | 4,123          | 4,329          | 4,546          |
| 3084  | Village Green Railings              | 1,000          | 1,050          | 1,103          | 1,158          | 1,216          |
| 13090   | Tree works                          | 5,000          | 6,000          | 3,500          | 3,675          | 3,675          |
| 20148   | Village Warden                      | 500            |                |                |                |                |
|   | <b>TOTAL</b>                        | <b>44,191</b>  | <b>42,880</b>  | <b>43,401</b>  | <b>52,171</b>  | <b>54,148</b>  |
| <b>BURIALS/ALLOTMENTS (VEC Committee)</b>                       |                                     |                |                |                |                |                |
| 2010  | Cemetery Lane maint                 | 728            | 764            | 802            | 843            | 843            |
| 2020  | Cemetery Lane allot & Cem water     | 600            | 1,712          | 662            | 695            | 695            |
| 2030  | Competition                         | 50             | 53             | 55             | 58             | 58             |
| 2040  | Misc (delete code, prev used for I0 | 208            |                |                |                |                |
| 2050  | Piece hedge maint                   | 104            | 109            | 115            | 120            | 120            |
| 2060  | Piece hedge water                   | 104            | 380            | 115            | 120            | 120            |
| 2070  | Springvale maint                    | 5,104          | 109            | 115            | 120            | 120            |
| 2080  | Springvale water                    | 104            | 85             | 115            | 121            | 127            |
| 2090  | Springvale rent                     | 1              | 1              | 1              | 1              | 1              |
| 2540  | Grave levelling                     | 1,040          | 800            | 1,147          | 1,204          | 1,265          |
| 2550  | Cemetery maint                      | 2,000          | 1,750          | 2,205          | 2,315          | 2,431          |
| 2600  | Jubilee Orchard maint               | 1,040          | 1,000          | 1,146          | 1,204          | 1,204          |
| 2630  | StLawrence Churchyard               | 2,750          | 2,000          | 3,031          | 3,183          | 3,183          |
| 21030   | Scribe Cemet. Package               | 562            | 450            | 620            | 651            | 684            |
|   | Scribe Allotments Package           | -              | 336            | 353            | 370            | 389            |
| 21049   | Memorial Safety Testing             | 2,000          | 2,000          | 2,000          | 2,000          | 2,000          |
|   | <b>TOTAL</b>                        | <b>16,395</b>  | <b>11,549</b>  | <b>12,481</b>  | <b>13,005</b>  | <b>13,238</b>  |
| <b>HIGHWAYS (Highways Committee)</b>                            |                                     |                |                |                |                |                |
| 11010   | Footpaths                           | 500            | 500            | 551            | 579            | 608            |
| 11050   | Winter Weather                      | 500            | 500            | 551            | 579            | 608            |
| 21010   | CEO additional hours                | 9,125          | 9,000          | 9,450          | 9,923          | 10,419         |
| 21037   | Highways Safety (w as Speed Reduc   | 5,000          | 3,500          | 3,675          | 3,859          | 4,052          |
| 21011   | Camera maintenance                  | 3,000          | 4,000          | 4,200          | 4,410          | 4,631          |
| 21043   | ANPR Enforcement (rename)           | -              | 2,000          | 2,100          | 2,205          | 2,315          |
|   | <b>TOTAL</b>                        | <b>18,125</b>  | <b>19,500</b>  | <b>20,527</b>  | <b>19,349</b>  | <b>20,317</b>  |
| <b>GRANTS</b>   |                                     |                |                |                |                |                |
| 6010  | Grants - Large                      | 0              | 0              | 0              | 0              | 0              |
| 6020  | Grants - Small & Regional           | 6,242          | 8,000          | 8,400          | 8,820          | 9,261          |
|   | <b>TOTAL</b>                        | <b>6,242</b>   | <b>8,000</b>   | <b>8,400</b>   | <b>8,820</b>   | <b>9,261</b>   |
| <b>STAFF</b>  |                                     |                |                |                |                |                |
| 10020   | Pensions                            | 5,657          | 7,316          | 7,682          | 8,066          | 8,469          |
| 10030   | Tax - NI                            | 10,009         | 10,930         | 11,476         | 12,050         | 12,653         |
| 10040   | Wages                               | 87,750         | 100,147        | 105,154        | 110,412        | 115,932        |
|   | <b>TOTAL</b>                        | <b>103,416</b> | <b>118,392</b> | <b>124,312</b> | <b>130,528</b> | <b>137,054</b> |
| <b>TOURIST LEVY PROJECTS (funding from CDC) New Cost Centre</b> |                                     |                |                |                |                |                |
|   | Planters & seating - The Willows    |                | 40,000         | -              | -              | -              |
|   | Resurfacing Periwinkle Bank         |                | 10,560         | -              | -              | -              |
|   | Planting Clapton Row                |                | 5,000          | -              | -              | -              |
|   | CEO additional hours                |                | 9,214          | 9,675          | 10,158         | 10,666         |
|   | Village Warden's budget             |                | 500            | 525            | 551            | 579            |
|   | <b>TOTAL</b>                        |                | <b>65,274</b>  | <b>55,000</b>  | <b>55,000</b>  | <b>55,000</b>  |

## Appendix 1

| <b>Summary of Expenditure</b>             |                |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|
| <b>Expenditure</b>                        | <b>2023/24</b> | <b>2024/25</b> | <b>25/26</b>   | <b>26/27</b>   | <b>27/28</b>   |
| ADMIN                                     | 43,455         | 50,187         | 52,070         | 54,022         | 56,623         |
| GMCC                                      | 20,290         | 27,872         | 28,836         | 30,277         | 31,791         |
| PLAY AREAS/YOUTH                          | 29,896         | 33,862         | 32,405         | 34,025         | 35,727         |
| VILLAGE MAINTENANCE                       | 44,191         | 42,880         | 43,401         | 52,171         | 54,148         |
| BURIALS/ALLOTMENTS                        | 16,395         | 11,549         | 12,481         | 13,005         | 13,238         |
| GRANTS                                    | 6,242          | 8,000          | 8,400          | 8,820          | 9,261          |
| EVENTS                                    | 1,000          | 500            | 0              | 0              | 0              |
| STAFF                                     | 103,416        | 118,392        | 124,312        | 130,528        | 137,054        |
| HIGHWAYS                                  | 18,125         | 19,500         | 20,527         | 19,349         | 20,317         |
| HEALTH WELLBEING                          | 520            | 250            | 263            | 602            | 632            |
| CONTINGENCY                               | 20,000         | 20,000         | 21,000         | 22,050         | 23,153         |
| TOURIST LEVY PROJECTS                     |                | 65,274         | 55,000         | 55,000         | 55,000         |
| <b>TOTAL</b>                              | <b>303,530</b> | <b>398,267</b> | <b>398,694</b> | <b>419,850</b> | <b>436,944</b> |
| <b>Summary of Income</b>                  |                |                |                |                |                |
| <b>INCOME</b>                             | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> | <b>2026/27</b> | <b>2027/28</b> |
| ADMIN                                     | 8,500          | 15,364         | 16,132         | 16,939         | 17,786         |
| GMCC                                      | 79,260         | 83,223         | 87,384         | 91,753         | 96,341         |
| PLAY AREAS                                | 0              | 0              | 0              | 0              | 0              |
| VILLAGE MAINTENANCE                       | 400            | 300            | 400            | 400            | 400            |
| BURIALS/ALLOTMENTS                        | 7,927          | 10,352         | 10,559         | 10,770         | 10,986         |
| GRANTS                                    | 3,608          | 10,000         | 2,500          | 2,500          | 2,500          |
| BANK INTEREST                             | 2,729          | 6,480          | 6,000          | 6,000          | 6,000          |
| CDC TOURIST LEVY                          | 8,865          | 65,274         | 55,000         | 55,000         | 55,000         |
| <b>TOTAL</b>                              | <b>111,289</b> | <b>190,993</b> | <b>177,975</b> | <b>183,362</b> | <b>189,012</b> |
| Funds drawn from General Reserves         | 10,000         | 14,000         | 0              | 0              | 0              |
| <b>NEW TOTAL</b>                          | <b>121,289</b> | <b>204,993</b> | <b>177,975</b> | <b>183,362</b> | <b>189,012</b> |
| <b>PRECEPT (Expenditure minus Income)</b> | <b>182,241</b> | <b>193,274</b> | <b>220,719</b> | <b>236,488</b> | <b>247,931</b> |
| £ Increase on previous year               | 10,208         | 11,033         | 27,445         | 15,769         | 11,444         |
| % increase on previous year               | 6.09           | 6.05           | 14.20          | 7.14           | 4.84           |