

# Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: [clerk@bourtononthewater-pc.gov.uk](mailto:clerk@bourtononthewater-pc.gov.uk)

To Parish Councillors,

You are hereby summoned to attend a Meeting of the Parish Council to be held at **7.00pm on Wednesday 7<sup>th</sup> June 2023** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

Papers for the meeting can be accessed at the link to Dropbox: [Papers](#)

*Sharon Henley*

Mrs Sharon Henley

Clerk/RFO

1<sup>st</sup> June 2023

## AGENDA

### Public Session:

The Police, County and Ward District Councillors will be invited to report on matters affecting the Parish. A 10-minute period will be set aside for the public to raise questions for Council's subsequent consideration.

### 23/047 Apologies for absence.

### 23/048 Declarations of Interest.

### 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.

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

1. 15<sup>th</sup> May 2023 Annual Meeting
2. 30<sup>th</sup> May 2023 Extraordinary Parish Council Meeting

### 23/051 Matters Arising: Consider matters arising for items not on the agenda.

### 23/052 Clerk's Report: To receive update.

### 23/053 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 17<sup>th</sup> May.
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.

### 23/054 Village Environment Committee

1. To discuss/vote on any issues raised following the meeting on 24<sup>th</sup> May.
2. Cemetery Regulations (Paper 1): To approve updated document, as recommended by the Committee.

### 23/055 Highways Committee

1. To discuss/vote on any issues raised following the meeting on 18<sup>th</sup> May.

### 23/056 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised following the meeting on 5<sup>th</sup> June.
2. Social Connection Statement (Paper 2): To approve, as recommend by the Committee.
3. GCC Youth Fund: To determine any suitable projects and agree any application to be made.

### 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.
2. To note damage sustained to guttering and stonework by vehicle (Paper 3b), review repair quote from stonemason (Paper 3c) agree further actions.
3. Committee to consider proposal by Cllr Wareing to invite the Farmers' Market to relocate to the GMCC from the British Legion car park.
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).

### 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.

**23/059 Finance:**

1. Consider and approve the schedule of payments up to 30th May 2023 (Paper 5a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
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).
4. Digibus Grant Application (Paper 6): To consider request for a small grant of £1,000.
5. CCLA (Paper 7): To note letter.

**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.

**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.

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

1. General Risk Assessment Policy (Paper 8a)
2. Risk Assessment for Litter Picking (Paper 8b)

**23/063 HR Consultancy quotes (Papers 9a & b):** To review two quotes received for on-going HR consultancy and agree further actions.

**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.
2. To approve proposal by Cllr Wareing to set up a Neighbourhood Plan Working Group.
3. To approve draft Terms of Reference (Paper 10).

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

1. To approve proposal by Cllr Wareing to carry out a survey
2. To agree arrangements and timescales for conducting the survey

**23/066 Young People's Shadow Council:** To approve proposal by Cllr Wareing to investigate setting this up. Final proposals to be presented to full Council for approval.

**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.

**23/068 Parish Council Logo (Paper 12):** To consider proposal from Cllr Wareing to formally adopt a Parish Council logo and agree consistent use.

**23/069 Computers/Tablets for Councillors (Papers 13a & b):** To consider a proposal from Cllr Samuel to provide equipment for all councillors.

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

**23/071 Correspondence:**

1. MAAF Group Meeting – Hybrid meeting at 6pm on Wed 21<sup>st</sup> June (Paper 14a)
2. Request re Clapton Row Green (Paper 14b)

**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.

**23/073 Items to Note:** Matters for information only.

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