

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

To all members of the Council

You are hereby summoned to attend a meeting of Bourton on the Water Parish Council to be held at **7.00pm on Wednesday 3rd November 2021 in the Windrush Room** at The George Moore Community Centre for the purpose of transacting the following business.

Members of the public and press are welcome to attend but it would be helpful if you could inform the Clerk prior to attendance.

Papers for the meeting can be viewed in Dropbox – please click the link [Papers](#)



Mrs Sharon Henley
Clerk to the Council

28th October 2021

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 then be set aside for the public to raise questions for Council's subsequent consideration.

- 1. Apologies for absence:** Receive and accept apologies.
- 2. Declarations of interest in items on the agenda:** Record any interest declared (Councillors are reminded of the need to update their Register of Interests, as changes occur).
- 3. Approval of Draft Minutes of Parish Council Meeting held on 6th October 2021:** Consider and approve (circulated).
- 4. Matters arising:** Consider matters arising from the Parish Council meeting minutes not already on the agenda.
- 5. Clerk's Report:** To receive update.
- 6. Planning Committee:**
 - Committee Chairman to present a short summary from the meeting held on 13th October (minutes circulated) and discuss/vote on any issues raised.
 - Planning Applications for Committee members to consider and agree a response:

	Ref	Address	Proposal	Deadline
a	21/03477/FUL	22 Barnsley Way, GL54 2GA	Erection of Rear Dormer	05/11/2021
b	21/03043/FUL	Paulas Hair Studio, Lansdowne, GL54 2AR	Change of use of hairdressers to short-let holiday accommodation and associated external alterations	08/11/2021
c	21/03858/FUL	43 Lamberts Field, GL54 2PT	Erection of porch, side extension to create new garage, single storey rear extension and garage conversion (resubmission)	09/11/2021

- Sweetslade Farm, Fosseway: Update on planning enforcement.
- 7. Village Environment Committee:**
 - Committee Chairman to present a short summary from the meeting held on 13th October (minutes circulated) and discuss/vote on any issues raised.
 - 2022-23 draft budget: Committee members to consider proposal to remove proposed funding for Clapton Row bollards £5,000 and burial consultant £5,000.
 - Len Hill Memorial repairs, St Lawrence Church: As per recommendations from VEC, to approve quote from Hickman Brothers at £1,280 + VAT (Paper 1) to remove unsafe structure, subject to approval of a Faculty application by the Diocese. To be funded from General Reserves.
 - 8. Highways Committee:**
 - Committee Chairman to present a short summary from the meeting held on 18th October (minutes circulated) and discuss/vote on any issues raised.

- b. 2022-23 draft budget: Committee members to consider proposal to apply for funding to cover the balance of £4,500 for parking patrols from CDC's Tourist Contribution funding. To seek further funding for additional £5,000 towards a new ANPR camera.
 - c. Consider proposal to spend up to £160 to purchase sandbags and sand for flood contingency (Paper 2).
- 9. Youth & Well-being Committee:**
- a. Committee Chairman to present a short summary from the meeting held on 18th October (minutes circulated) and discuss/vote on any issues raised.
 - b. New Play Equipment Projects at The Naight and Melville: Update on progress.
 - c. Grant Funding held in Earmarked Reserves: Update from Cllr Davis on how remaining funds can support the work of different committees and provide opportunities for training for councillors and staff.
 - d. Receive updates on Accessibility Audit and Dementia Friendly Bourton.
 - e. Receive report from defibrillator meeting with Community Heartbeat Trust and consider recommendations to install defibrillator sign and register with WebNos through Community Heartbeat Trust.
- 10. Community Centre Committee:**
- a. Committee Chairman to present a short summary from the meeting held on 21st October (minutes circulated) and discuss/vote on any issues raised.
 - b. Rent deposits for Rooms 2 and 3: Council to note current arrangements.
- 11. Village Green Bookings:** Note that there are no new applications to consider.
- 12. Finance & General Purposes Committee:**
- a. Committee Chairman to present a short summary from the meeting held on 21st October (minutes circulated) and discuss/vote on any issues raised.
 - b. To receive recommendations from the F&GP Committee on the following and agree further actions:
 - i) Proposal to switch from Lloyds to Unity Trust Bank (Paper 3).
 - ii) Internal Auditor: Proposal to appoint GAPTC auditor for 2021-22 at a cost of £360 (Papers 4a, b, c & d).
 - iii) Updated Expenses Policy (Paper 5a & b).
- 13. Finance:**
- a. Consider and approve the schedule of payments up to 3rd November 2021 (Paper 6).
 - b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
 - c. Note the bank reconciliation dated 1st October (Paper 7a), the Summary Report dated 25th October (Paper 7b) and the Financial Forecast dated 1st October (Paper 7c). Approve the Q2 VAT return for 2021/22 (Paper 7d).
 - d. To note the Nest payment was incorrectly listed on the October payment schedule and was £516.98.
 - e. To consider proposal to create two new Earmarked Reserves from funds in General Reserves:
 - i) £10,000 for Tree Work, including regular maintenance and actions arising from the current Tree Survey.
 - ii) £12,500 for GMCC, to cover health and safety, legal fees and work identified from the energy audit.
- 14. Laptop:** To confirm request to Cllr Davis to return laptop to the Clerk, as purchased from SSEN Resilience grant in connection with work with Bourton Street Volunteers (now complete), or to purchase from Council at a cost of £525.00.
- 15. Remembrance Day Parade:**
- a. To agree that the Parish Council will organise and be responsible for a Remembrance Day Parade on Sunday 14th November 2021, assisted by the Bourton branch of the Royal British Legion who will coordinate the parade.
 - b. To nominate representatives to lay Council's wreaths at the war memorial on Sunday 14th November.
- 16. Platinum Jubilee Event June 2022:**
- a. To consider a request by Cllr Hicks to create a Platinum Jubilee Event Working Party to report monthly to Council on progress with event planning and costs.
 - b. To consider a request by Cllr Hicks for the Parish Council to underwrite the Platinum Jubilee Event for a total of approx. £10,000 to provide funds for deposits and event costs. To be funded from General Reserves. Expenses to be offset by ticket sales and other income. Event Working Party to provide confirmation of outline costs required for consideration at December Council meeting.
- 17. Scheme of Delegation:** To review and approve updated policy document following change from Personnel Sub-Committee to Staffing Committee (Paper 8).
- 18. Timetable of Meetings 2021-22:** To approve schedule up to and including May Annual Meeting 2022 (Paper 9)
- 19. Reports from representatives on Outside Bodies:** Receive reports, for information only, including Cotswold District Council Town & Parish Forum held on 20th October, Cotswolds National Landscape Board, Gloucestershire Market Towns Forum - Usk visit and NALC National Policy Committee.
- 20. Correspondence:** To receive correspondence since the last meeting and agree actions, as required (Paper 10)

21. Any Other Business: To receive reports, for information only.

22. Next Meeting: To be held on Wednesday 1st December 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

Public Session: A 10-minute period is set aside for the public to raise questions relating to matters on the agenda for Council's subsequent consideration.

End of Meeting.