

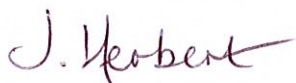
Bourton-on-the-Water Parish Council

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

Wednesday 31st March 2021

To all members of the Council

You are hereby summoned to attend a meeting of Bourton on the Water Parish Council to be held via Zoom at 7.00pm on Wednesday 7th April 2021 for the purpose of transacting the following business:



Joanna Herbert
Assistant Clerk to the Council

AGENDA

All Council meetings are open to the public and press unless otherwise stated.

NOTE: All Zoom meetings of the Parish Council are recorded, if anyone wishes not to be recorded then it will be their decision to leave the meeting or to turn off their video.

Public Session: The Police, County and Ward District Councillors will be invited to reports 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.

Prior to the meeting CDC Cllr Mike Every will be invited to give a report on car parking and CDC's new Tourist Charge.

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. Minutes of Parish Council Meeting held on 3rd March 2021: Consider and approve draft minutes (circulated).
4. Matters arising from the minutes, not already on the agenda:
 - Note correct cost of Assistant Clerk's Cemetery Training of £165 +VAT not £145 as previously reported as Council is not a member of SLCC. June dates are fully booked so training has been booked for September.
5. Casual Vacancy:
 - Note signature by Martin Macklin on 5th March of the Declaration of Acceptance of Office and completion of the Register of Interests which has been received and recorded by CDC;
 - Agree committee membership and approve retrospective costs of £50 for two training courses attended in March.
6. Planning Committee: Receive report from the meetings held on 10th & 24th March 2021 (minutes circulated), and vote on the following;
 - Note Street Trader's proposed amendment to pitch location (circulated) and confirm Council's response.
7. Village Environment Committee: Receive report from meeting held on 10th March (minutes circulated) and discuss/vote on any issues raised, including the following:
 - Consider Committee's proposal to adopt new schedule of burial fees (circulated);
 - Consider Committee's proposal to adopt new allotment rules (circulated);
 - Approve delegation of CDC's proposals for new litter bins and a storage shed;
 - Consider and approve quote of £284.83 received from Yates Plumbing to replace corroded water trough at Cemetery Lane allotments (circulated);
 - Consider and approve quote received from NJ Teague of £520 per day to carry out tree works on Village Green and Riverside Walk (T1 to T23 - raising up, dead wooding, reducing and cutting ivy) approx. 5-6 days' work.
8. Highways Committee: Receive report from meeting held on 15th March (minutes circulated) and discuss/vote on any issues raised, including the following:
 - Receive update re ANPR equipment and approve any actions/costs;
 - Receive update re village TRO;

- Receive update re drainage issue on High Street/Sherborne Street junction;
 - Receive update re meeting with TAG held on 29th March.
9. Youth & Well-being Committee: Receive report from meeting held on 15th March (minutes circulated) and discuss/vote on any issues raised, including the following:
- Consider Committee's recommendation to appoint Inspire to Aspire as provider of youth club services with effect May 2021 (proposal circulated);
 - Consider request to replace removed swings in all play areas in light of eased restrictions;
 - Receive update re play equipment project;
 - Approve quote from Wicksteed for £232.20 +VAT for purchase of two replacement seats for roundabout at The Naight play area (circulated);
 - Approve quote from Greenfields for £269.07 +VAT for supply and installation of replacement timber post at Rye Crescent play area (circulated).
10. Community Centre Committee: Receive report from the Committee Chairman and discuss any issues raised, including the following:
- Note CDC confirmation of Business Rates for 2021-22 in the sum of £7,485pa;
 - Note minutes from IT Sub-Committee meeting held on 17th March 2021 (circulated), discuss any matters arising and approve a budget to complete audit of website accessibility compliance;
 - Note revised dates for April committee meeting for Community Centre Committee, to be changed as a result of the notice period required for the May Council meeting;
 - Consider Committee's recommendation to instruct Hewer to confirm structure of redundant chimney in order to facilitate its removal by Heritage in May.
11. Reports from representatives on Outside Bodies: Receive reports, for information only.
12. Village Green Bookings:
- Consider application from Bourton Panto to hire the Village Green on Saturday 14th or 21st August;
 - Confirm response for request to hold a sunflower bomb on the Village Green.
13. Finance: Receive report from the Committee Chairman and discuss/vote on any issues arising, including the following:
- Receive and approve the schedule of payments (circulated), and authorise cheques to be signed and BACS payments to be ratified;
 - Note the bank reconciliation to 1st March, the March Summary Report and the Financial Forecast (all circulated);
 - Note information provided by external auditor, PKF Littlejohn, relating to the external audit and submission of the Annual Return for 2020-21 (circulated) and agree timescale for consideration/approval by Council;
 - Note minutes from Personnel Sub-Committee meetings held on 1st March, 17th March & 25th March (all circulated) and receive report in respect of the recruitment of a new Clerk and Play Inspector. Agree NALC advertising package and approve costs (circulated);
 - Note revised dates for April committee meeting for Finance & General Purposes and Committee, to be changed as a result of the notice period required for the May Council meeting;
 - Approve purchase of 12th Edition of Arnold-Baker's book of Local Council Administration at a cost of £147.99;
 - Approve purchase of two sets of replacement defibrillator pads for the Community Centre which expire in June at a cost of £40 per set plus £5.95 delivery;
 - Approve application for trade credit account with Tool Station with £500 limit ahead of opening of Bourton branch;
 - Approve payment of £1054.74 for 2021/22 Membership Subscription to GAPTC (circulated);
 - Approve payment of £40 for Annual Data Protection Fee to Information Commissioner's Office (circulated);
 - Confirm arrangements for completion of the internal financial check of the 4th quarter accounts for 2020-21.
14. Correspondence: Receive a list of correspondence (circulated) received since the last meeting and agree actions, as required.
15. Any Other Business: Receive reports, for information only, including the following:
- Receive reminder re Annual Parish Meeting to be held on Thursday 22nd April at 7pm via Zoom and confirm format (circulated).
16. Next Meeting: Confirm that the Annual Meeting of Bourton on the Water Parish Council will be held on **Wednesday 5th May 2021** at 7.00pm via Zoom.

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.