

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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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 5th January 2022 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

23rd December 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 interests 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 1st December 2021:** Consider and approve.
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:**
 - a. Committee Chairman to present a short summary from the meetings held on 8th December and discuss/vote on any issues raised.
 - b. To review the following and agree responses as deadlines are prior to the next Planning Committee meeting:

	Ref	Address	Proposal	Deadline
a	21/04577/FUL	23 Park Farm GL54 2HF	Removal of existing conservatory and proposed single storey rear extension	Extended to 6 th Jan 2022
b	21/04299/LBC	Pock Hill Farm House, Pock Hill Lane GL54 2DD	Partial re-roofing of dwelling and associated works	10 th Jan 2022

7. **Village Environment Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 8th December and discuss/vote on any issues raised.
 - b. Repainting of ironwork: To note that a grant application totalling £4,865 for repainting and replacement of bins on the Village Green was submitted to the Build Back Better grant fund.
 - c. Tree Management Policy: To review updated draft as recommended by VEC Committee (Paper 1)
 - d. Burials: DEFRA Consultation on amendments to the Environmental Permitting (England & Wales) Regulations 2016 (Paper 2): To discuss.
 - e. Burial Consultant: To review the following in connection with providing additional burial space in the parish:
 - i. To note the initial report and plan from Cemetery Development Services (Papers 3a and b)
 - ii. Quotation for £2,800 + VAT to complete a screening exercise to identify suitable sites in the parish. **To be added to the budget for 2022-23 if approved.**
8. **Highways Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 13th December and discuss/vote on any issues raised.
9. **Youth & Well-being Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 13th December and discuss/vote on any issues raised.

- b. New Play Equipment Projects at The Naight and Melville: Update on progress.
- 10. GMCC Committee:**
 - a. To note start of new tenancy of The Old Chapel and approve repayment of previous tenant's deposit.
 - b. To note progress with Apogee lease and agree further actions.
- 11. Village Green Bookings:**
 - a. Bourton 10k Road Race on 27th February 2022.
- 12. Platinum Jubilee Event June 2022:**
 - a. To receive an update from the working party (Paper 4a) and vote on any matters raised in the report.
 - b. To review the updated budget (Paper 4b)
 - c. Approval of invoice from B&W Hire Ltd deposit of £215 + VAT for toilet hire (Paper 4c).
- 13. Staffing:** Resolution to recruit a temporary deputy Clerk for a period of 6 months for 8-10 hours per week from 1st April 2022 at an approximate cost of £4,000. **To be included in the budget for 2022-23 if approved.**
- 14. Election charges:** Proposals by CDC to introduce charges for contested elections & bi-elections from May 2023: (Papers 5a, b & c) To discuss and note that some provision for charging has been included in the draft budget.
- 15. Finance & General Purposes Committee:** No meetings.
- 16. Finance:**
 - a. Consider and approve the schedule of payments up to 5th January 2022 (Paper 6a).
 - b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
 - c. Note the bank reconciliation dated 1st December (Paper 6b), the Summary Report dated 16th December (Paper 6c) and the Financial Forecast to 5th January 2022 (Paper 6d).
 - d. Budget for 2022/23: To consider draft budget (paper 7) and approve or agree amendments following discussion of item 7e(ii) burials and item 13 staffing.
 - e. Precept request to CDC: To consider draft submission (paper 8) and approve or agreement amendment subject to budget discussions at item 15(d).
- 17. Purchase of laptop for the Clerk/RFO:** To approve a budget of £620 to purchase a laptop as soon as possible from the SSSEN Resilience Grant funding EMR. Item purchased to be at the best specification currently available within budget, as recommended by Dave King of Imaginative Solutions.
- 18. Delegated Authority:** Proposal to amend Standing Orders to provide for further delegation to the Clerk/Proper Officer, in consultation with Councillors, to enable greater Council resilience and preparedness. This is in the context of growing Coronavirus prevalence and possible further national and local measures to be introduced. The Clerk to be enabled to exercise full powers of delegation, other than those not allowed in law. To be reviewed at each full Council meeting as a standing agenda item.
- 19. CDC's Review of Visitor Information Centre – Bourton** (Paper 9a & b): To agree final wording of response to CDC.
- 20. Motion proposed by Cllr Davis:** BoWPC to offer a one-off rental discount of 50% or less to be determined, for one month, to those tenants who have lost income due to covid precautions (eg cancellations) by their clients during December 2021. This would be cancelled or returned should grants become available in respect of covid specific support to these businesses. This is to apply to rentals falling due in January 2022.
It is stated that this is a one-time only action, not establishing a precedent, and to support tenants with the aim of ensuring continuity in tenancies for the taxpayer, hence providing good value to precept payers. Council to determine which tenants, and hence the maximum cost in lost rental income. Council to determine % discount also. Eg 25% discount applying to (*the relevant tenants*) is thought to be about £500. If any of these businesses went out of business, the costs in lost rental income, and new tenancy set up costs is thought to be considerably higher.
- 21. Reports from representatives on Outside Bodies: Receive reports, for information only.**
- 22. Correspondence:**
 - a. Request from Windrush Care to display a recruitment banner for 4 days in January prior to their event at the GMCC.
 - b. To receive open letter from resident on tourism subsidies in Bourton (Paper 10) and agree response.
- 23. Any Other Business:** To receive reports, for information only.
- 24. Next Meeting:** An Extraordinary Meeting to approve the 2022/23 budget and precept to be held on Monday 10th January at 6pm in the Windrush Room. The next full Council Meeting to be held on Wednesday 2nd February 2022 at 7pm 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.

- 25. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to staffing matters. As such, the press and public are excluded from this part of the meeting.**
- 26. Staffing Committee:** To receive a report and recommendations from the meeting held on 10th December 2021 and vote on proposals. (Confidential Paper 11)