

Bourton-on-the-Water Parish Council

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To all members of the Council

You are hereby summoned to attend the **Annual Meeting** of Bourton on the Water Parish Council to be held at **7.00pm on Wednesday 4th May 2022 in the Windrush Room** at The George Moore Community Centre for the purpose of transacting the following business.

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

Sharon Henley

Mrs Sharon Henley
Clerk to the Council

28th April 2022

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.

Annual Meeting Items

22/025 Election of a Chairman:

1. To receive nominations and vote.
2. To complete the Declaration of Acceptance of Office

22/026 Election of a Vice Chairman:

1. To receive nominations and vote.
2. To complete the Declaration of Acceptance of Office

22/027 Apologies for absence: Receive and accept apologies.

22/028 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).

22/029 Scheme of Delegation: To agree any amendments to current document for 2022-23 (Paper 1)

22/030 Appointment of Committee members and representatives on outside bodies:

1. Consider and agree committee membership and representatives as per proposed list (Paper 2).
2. To consider nominating a representative for the St Lawrence PCC Fuel Bank Initiative.

22/031 Meeting dates for 2022-23 (Paper 3): To review proposed dates and agree schedule.

22/032 Approval of Annual Governance & Accountability Return and End of Year Accounts 2021-22

1. Annual Internal Audit Report (Paper 4a): To approve.
2. Section 1 – Annual Governance Statement 2021/22 (Paper 4b): To review and approve.
3. Section 2 – Accounting Statements 2021/22 (Papers 4c, d & e): To review and approve, including supporting documents.
4. Notice of Public Rights (Paper 4f): To approve dates for inspection of the accounts.

22/033 Direct Debits/Standing Orders: To approve regular payments as per list (Paper 5).

22/034 Bank Signatories (Paper 6): To review arrangements and approve signatories for 2022-23.

22/035 Annual Subscriptions (Paper 7): To review current list and approve memberships for 2022-23.

Parish Council Meeting Items

22/036 Approval of Minutes: Parish Council Meeting on 6th April 2022.

22/037 Matters arising: Consider matters arising for items not already on the agenda.

22/038 Clerk's Report: To receive update.

22/039 Planning Committee:

1. To note that the draft minutes of the Planning Committee on 13th April.
2. **Public Speaking at full Council and Committee meetings (Paper 8):** To discuss proposal by Cllr Wilkins and Planning Committee to amend Standing Orders to include clarification of rules on public speaking at meetings.

22/040 Village Environment Committee:

1. To note the draft minutes of the meeting held on 13th April.

2. Grass cutting at St Lawrence Churchyard: To consider a total cost of £1,945 + VAT for Bibury Landscapes to undertake the seasonal cutting, or £1,200 if PCC volunteer assistance is available. Balance of costs in excess of budget to be taken from Contingency.
3. To discuss advertising for a regular maintenance/handyman contractor.

22/041 Highways Committee:

1. To note the minutes of the meeting held on 25th April.
2. Accessibility Audit: Proposal to write to village shops to request that more is done to encourage disabled access.
3. TAG Group Report: Proposal to make a request to GCC Highways that disabled spaces by the Church Room are moved further towards Moore Road to allow a bus pull-in bay to be created.

22/042 Youth & Well-being Committee:

1. To note the draft minutes of the meeting on 21st April.
2. To consider quotes from Kompan and agree funding sources prior to approval of work:
 - i. Noise reduction remedial works at the MUGA by Kompan at £5,995.73 + VAT (Paper 9)
 - ii. Anti-Slip Ramp for Zip Wire at a cost of £242.60 if completed with above works (Paper 10).
3. Dif2 Fund: To approve return of grant funding of £12,000 as recommended by the committee.

22/043 GMCC Committee:

1. To note the draft minutes of the meeting on 28th April.
2. FRA Actions – to approve quote from Paul Honour Building Services to complete fire stopping works at a cost of £880.00. (Paper 11). Plus sealing around boiler flue at £30.
3. Replacement of carbon monoxide detectors in Flats 1 and 2 by Cotswold & Vale at a cost of £205.98 (Paper 12)
4. To approve the following recommendations from police following vandalism:
 - a. Removal of fence panels at front of building.
 - b. To relocate wheelie bins and fit plastic spikes to remaining compound fencing at approx. £50.

22/044 Village Green Bookings:

1. To note filming for Father Brown on 25th May. No Parish Council owned land will be used.

22/045 Finance & General Purposes Committee: To note the draft minutes of 28th April.

22/046 Finance:

1. Consider and approve the schedule of payments up to 4th May 2022 (Paper 13a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. Note the bank reconciliation dated 30th April (Paper 13b), the Summary Report (Paper 13c) and the Financial Forecast to 4th May 2022 (Paper 13d).

22/047 Platinum Jubilee Event June 2022:

1. To receive an update report and event costings from the working party (Papers 14a & b).
2. To approve lighting of Platinum Jubilee Beacon at 9.15pm on Thursday 2nd June.
3. Mugs: To agree a re-sale price to members of the public.
4. PC Gazebo: To agree arrangements for erection and manning on Village Green.

22/048 Clerk's Delegated Authority: To review current arrangements as approved at the April meeting and agree any amendments as required.

22/049 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/050 Correspondence: To receive correspondence since the last meeting and agree actions:

1. Letter from resident re. tourism (Paper 15a).
2. Email from resident on village centre matters (Paper 15b).

22/051 Any Other Business: To receive reports, for information only.

22/052 Next Meeting: The next full Council Meeting will be at 7pm on Wednesday 8th June 2022 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.