

# Bourton-on-the-Water Parish Council

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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> February 2024** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

The meeting will be open to the public unless the Council otherwise directs.

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

*Sharon Henley*

Mrs Sharon Henley

Clerk/RFO

1<sup>st</sup> February 2024

## 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.

**Presentation** from Customer Experience Manager at Thames Water on 'Upgrades to the Sewage Infrastructure in Bourton-on-the-Water' with opportunities for a Q&A.

### 23/471 Apologies for absence:

1. To approve ongoing absence by Cllr J Jowitt for medical reasons.
2. To approve apologies for this meeting.

### 23/472 Declarations of Interest.

**23/473 Applications for dispensations to vote on matters of Pecuniary Interest. With reference to the BoWPC Code of Conduct and the Localism Act 2011 Chapter 7, Paragraph 33.**

1. Cllr M Samuel in respect of coach parking until the end of the current Council term for the following reasons:
  - a. Granting the dispensation is in the interests of persons living in the council's area.
  - b. It is otherwise appropriate to grant a dispensation.
2. Cllr S Tapper on matters in respect of coach parking until the end of the current Council term for the following reason:
  - a. Granting the dispensation is in the interests of inhabitants in the Council's area to allow the member to take part.

### 23/474 Approval of the draft minutes

1. 8<sup>th</sup> January 2024 Parish Council Meeting.
2. 29<sup>th</sup> January 2024 Extraordinary Parish Council Meeting.

**23/475 Matters Arising:** Consider matters arising for items not on the agenda.

**23/476 Clerk's Report:** To receive an update.

### 23/477 Planning Committee:

1. To discuss/vote on any issues raised at the meetings held on 24<sup>th</sup> January.
2. CDC's Cotswold Housing Strategy Consultation (Papers 1a & b): To review a paper summarising Councillors' views as collated by Cllr Davis and agree a final submission.
3. CDC's Local Plan Update Consultation (Paper 1c): To note dates for T&PC meetings.
4. To agree a response to the following planning and licensing applications:

	Ref	Address	Proposal	Deadline
a	<a href="#">24/00155/FUL</a>	Land Parcel Representing Manor Fields Site Station Road Bourton-on-the-Water	Use of agricultural land for public car parking (Amendment)	16/02/2024
b	<a href="#">C/24/00057/PRMA</a>	Chalice Mead Limited Unit 1 Old Station Yard Business, Centre Meadow Way Bourton-on-the-Water Cheltenham Gloucestershire GL54 2RZ	New premises licence	23/02/2024
c	<a href="#">23/03613/FUL</a>	Box Bush High Street Bourton-on-the-Water	Alterations and refurbishment works, including conversion into four flats, erection of extensions and a dwelling <b>New Details.</b>	20/02/2024

### **23/478 Village Environment Committee**

1. To discuss/vote on any issues raised at the meetings held on 10<sup>th</sup> January.

### **23/479 Youth & Wellbeing Committee**

1. To discuss/vote on any issues raised at the meeting held on 22<sup>nd</sup> January.
2. Youth Club: To agree for the Committee Clerk to apply for grant funding of up to £10,000 for Youth Supervision.

### **23/480 GMCC Committee**

1. To discuss/vote on any issues raised at the meeting held on 25<sup>th</sup> January.
2. Back-up generator:
  - a. To review final recommendation from the Committee and agree any further actions required.
  - b. To agree actions in respect of SSEN Resilient Communities Fund grant offer.
3. Loft Fire Compartmentation & Insulation (as per Fire Risk Assessment) (Papers 2a & b): To approve recommendation from the Committee to accept quotes from County Insulation for clearing debris and topping up insulation at £5630 + VAT and installing fire breaks at £9,850 + VAT, total £15,480 + VAT. Costs to be drawn from GMCC H&S earmarked reserve £5,480 and Contingency £10,000.

### **23/481 Highways Committee**

1. To discuss/vote on any issues raised at the meeting held on 15<sup>th</sup> January.
2. To approve proposal to move the remaining Earmarked Reserve SSEN Resilience Grant £77.22 to Rye Crescent play area EMR.

### **23/482 Finance & Governance Committee**

1. To discuss/vote on any issues raised at the meeting held on 25<sup>th</sup> January.

### **23/483 Finance**

1. To consider and approve the schedule of payments up to 7<sup>th</sup> February 2024 (Paper 3a).
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> January 2024 (Paper 3b), the Summary Report (Paper 3c), Financial Forecast to 8<sup>th</sup> January (Paper 3d) and Reserves Report (Paper 3e).
4. To agree a monthly credit limit for the Assistant Clerk's Multipay Card.

### **23/484 Governance & Policy documents:** To approve the following updated documents:

1. Code of Conduct (Paper 4a).
2. Financial Regulations (Paper 4b).
3. Document Storage, Retention and Destruction Policy (Paper 4c).
4. Tree Policy (Paper 4d)

### **23/485 Tourist Levy:**

1. To receive an update following the meeting with CDC on 25<sup>th</sup> January and agree any further actions required.
2. To set a date for a councillor workshop meeting to discuss projects for 2024-25.

**23/486 Village Green Hire:**

1. To approve requests received (Paper 5a).
2. Retrospective filming approval from Media Milk for 12<sup>th</sup> December and approval of location release document (Paper 5b).

**23/487 IT and Computers**

1. **Loan of laptop – to consider request from Cllr Samuel (Paper 6a):** Laptop to be purchased by the Parish Council from the IT Loan Equipment EMR as per quote from Imaginative Solutions.
2. **IT Software (Paper 6b):** To consider proposal by Cllr Samuel that all Parish Council work is conducted by Council-approved software.
3. **IT Training:** To agree training requirements for councillors.

**23/488 Coach Parking, pick-up and drop-off:** To receive an update following the meeting with the Cotswold School on 9<sup>th</sup> January and agree further actions required.

**23/489 Parish Council open evening with Residents to discuss traffic flow and parking:** To note this has been confirmed for 7pm on Thursday 21<sup>st</sup> March at the Royal British Legion Hall, Lansdowne and will be chaired by a representative from the Gloucestershire Rural Community Council (as requested by Highways Committee).

**23/490 Invitation to review CDC's Parking Strategy at 11am on 13<sup>th</sup> June (Paper 7):** All Parish Councillors to note date and arrangements.

**23/491 Annual Parish Council Action Plan 2024-25 (Paper 8):** To review draft and agree final wording.

**23/492 Annual Parish Meeting 2024:** To agree a date and arrangements.

**23/493 Councillor Training:** To discuss potential dates.

**23/494 Neighbourhood Plan Working Group (Paper 9):** Consider recommendations and agree actions on the way forward.

**23/495 Reports from representatives on Outside Bodies:**

1. To receive reports, for information only.

**23/496 Correspondence:**

1. Request from Bourton Roadrunners (Paper 10a).
2. Proposal for George Moore Community Centre Car Park (Papers 10b, c & d).
3. To note email from TalkTalk re increase in costs (Paper 10e).
4. Notification of CDC's Town & Parish Forum 18.00hrs, Wed 28<sup>th</sup> Feb, Cirencester or on-line (Paper 10f).

**23/497 Items to Note:** Matters for information only.

**23/498 Next Meeting:** 7pm on Wednesday 6<sup>th</sup> March 2024 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.**

**23/499 Confidential Session:** 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 and tenant matters. As such, the press and public are excluded from this part of the meeting.

**23/500 To review and approve recommendations in respect of Committee Clerk (Confidential Paper 11).**

**23/501 Room 3 Licence (Confidential Paper 12):**