

## 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 2<sup>nd</sup> March 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](#)

*Sharon Henley*

Mrs Sharon Henley  
Clerk to the Council

24<sup>th</sup> February 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.**

- 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 Minutes:** Parish Council Meeting held on 2<sup>nd</sup> February 2022
- 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:**
  - To note the minutes of the meetings held on 9<sup>th</sup> and 23<sup>rd</sup> February.
  - To note resignation of Cllr Hicks from the Committee and elect a new Committee member and Vice Chairman.
  - CDC Local Plan & SHELAA Consultation: To note that there will be an Extraordinary Council Meeting at 6pm on Wednesday 16<sup>th</sup> March to agree the Council's response.
  - To consider the following planning and licensing applications and agree a response:

Application No.	Address	Proposal	Deadline for comments
<a href="#">21/04537/FUL</a> & <a href="#">21/04538/LBC</a>	De La Hayes Restaurants, High Street, Bourton-On-The-Water GL54 2AP	Erection of plant room, bin store, condenser housing units, service yard gates, cedar pergola; extension of external store; levelling of internal floor; creation of new cellar area; changes to existing WC's; new entrance doors; removal of existing blockwork walls; alterations to roof and fascia signage and associated works	10/03/2022
<a href="#">22/00538/FUL</a>	Birdland Park, Rissington Road Bourton-on-the-Water GL54 2BN	Change of use from Display Centre to Cafe' / Restaurant	15/03/2022

<a href="#">C/22/00157/PRMA</a>	Fuller Smith & Turner plc for St Kevins, High Street, Bourton-on-the-Water	New Premises Licence (former de la Hayes site)	09/03/2022
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**7. Village Environment Committee:**

- a. To note the minutes of the meeting held on 9<sup>th</sup> February.
- b. Clearance of Springvale Allotments: To consider committee's recommendation to approve the quote from Treotech for £1,221.02 + VAT (Paper 1). To be funded from the Thriving Communities Fund Earmarked Reserve.
- c. Tree Survey:
  - i) To approve an additional survey of approx. 123 no. trees which were not covered by the 2021 Tree Survey (Paper 2a).
  - ii) To approve quote from Treotech at £1,107 + VAT (Paper 2b). To be funded from Earmarked Reserves for Tree Work.
- d. Scribe Cemetery Package: (Paper 3) To accept quote as from 1<sup>st</sup> April from approved budget at £468 annual subscription and £200 set up fee, total £668 + VAT. In addition, to take up offer of one month's free subscription as from March 2022 to initiate training for Assistant Clerk.

**8. Highways Committee:**

- a. To note the minutes of the meeting held on 14<sup>th</sup> February and discuss and vote on any items as required.

**9. Youth & Well-being Committee:**

- a. To note that the Committee Meeting scheduled for 14<sup>th</sup> February was cancelled.
- b. Commissioner's Fund 2022/23: To note that a grant funding application for Youth Club funding was submitted as agreed.
- c. Youth Club shed replacement: To approve purchase of Yardmaster Apex Metal Shed and Plastic Pro Base at £291 + VAT + wooden floor base at an approx. cost of £400, total c.£691 +VAT (Paper 4). Pete Scarrott to be instructed to carry out installation. To be funded from the Thriving Communities Fund Earmarked Reserve
- d. Tree in Jubilee Gardens: To approve committee's recommendation that a resident be given permission to plant a Jubilee Tree in the Gardens.

**10. GMCC Committee:**

- a. To note the minutes of the Committee Meeting held on 17<sup>th</sup> February.
- b. The Cottage: To approve quote from ASG UK of £445.67 + VAT to supply and install a replacement door closer (Paper 5). To note that the previously approved quote could not be fulfilled by the contractor. To be funded by GMCC Earmarked Reserves.
- c. Fire Risk Assessment Actions: To approve Committee's recommendations for the following works to be funded by GMCC Earmarked Reserves. As per the Fire Risk Assessment Action Plan (Paper 6a):
  - i. To note that a thumbturn lock was installed on GCC accommodation by Armadillo locksmiths whilst on site at an approximate cost of £30, as per recommendations. Item 2.2 FRA Action Plan.
  - ii. Installation of 1 no. emergency bulkhead light fitting at the bottom of the basement steps by Cotswold & Vale at £245.96 + VAT (Paper 6b) Item 2.
  - iii. Additional items identified by Cotswold & Vale during site visit: Replace existing floodlight above fire exit door to outside, adjacent to basement steps, as faulty. Replace faulty motion sensor controlling the bulkhead light located above the basement steps. Cotswold & Vale £238.15 + VAT (Paper 6c)
  - iv. Dorgard Fire Door Retainers 4 no. Required at a total cost of £392.60 + VAT. Flat 1 x 2, Room 2, AC Office (Paper 6d) Item 5.2.4
  - v. On-line Fire Safety and Fire Warden Training: 2 training courses each for 3 staff at an approximate (Paper 6e) Item 5.9.3 on FRA, category B. total £90.00.
  - vi. Inspection & Testing of Lighting Protection: PTSG at a cost of £142 + VAT (Paper 6f) Item 5.11.3
- d. Electricity Contract: To note that the approved tariff from Smartest Energy has expired prior to take-up. To consider Corona Energy's 3 year tariff as the cheapest longer-term option, or if not available, to authorise the Clerk to accept the cheapest option available at the time. (Paper 7)
- e. GMCC Covid Risk Assessment for Hirers (Paper 8): To note that the documents have been updated in line with government guidance.

**11. Village Green Bookings:** To consider a request from St Lawrence Church to hold a Carols on the Green service by the Christmas Tree at 6pm on Sunday 11<sup>th</sup> December 2022.

**12. Finance & General Purposes Committee:**

- a. To note the minutes of the Committee Meeting held on 23<sup>rd</sup> February.
- b. Documents and Policies: To review and approve the following, as per the Committee's recommendations:
  - i) Complaints Procedure (new policy) (Paper 9a)
  - ii) Vexatious Complaints & Requests Policy (new policy) (Paper 9b)
  - iii) Financial Reserves Policy – Risk Register March 2022 (updated policy) (Paper 9c)
- c. Fixed Asset Register: To note that the clerk's laptop has been added. To consider a recommendation from the Clerk/RFO that the Register is amended to include only items above £500 which are covered by insurance.
- c. Internal Audit:
  - i) To note and accept the Internal Auditor's report (Papers 10a &b)
  - ii) To approve the Clerk's Internal Audit Action Plan 2021-22 (Paper 10c)
- c. Application for a Multipay Card for the Clerk: As previously approved by F&GP Committee. To consider increasing proposed amount of credit per month from £500 to £1,000. This is to reflect the increase to £1,000 in Clerk's delegated authority emergency spending limit as agreed at the February Council meeting.

**13. Finance:**

- a. Consider and approve the schedule of payments up to 2<sup>nd</sup> March 2022 (Paper 11a).
- b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- c. Note the bank reconciliation dated 31<sup>st</sup> January 22 (Paper 11b), the Summary Report (Paper 11c) and the Financial Forecast to 2<sup>nd</sup> March 2022 (Paper 11d).

**14. Platinum Jubilee Event June 2022:**

- a. To receive an update from the working party (Paper 12a)
- b. To approve updated budget (Paper 12b)

**15. BTAG (Bourton Tourist Action Group):** To receive an update on the new Working Group.

**16. Bourton Circular Walks:** To provide feedback to Cotswolds National Landscape. (Paper 13)

**17. DEFRA Consultation on the Glover Landscape Review and invitation from the Green Lanes Environment Movement (GLEAM) to respond by deadline of 9<sup>th</sup> April** (Papers 14a & b)

**18. Clerk's Delegated Authority:** To review current arrangements as approved at the February meeting and agree any amendments as required.

**19. Armed Forces Covenant:** To consider nominating a representative to sign the Covenant in a virtual event. (Paper 15)

**20. Annual Parish Meeting at 7pm on Wednesday 30<sup>th</sup> March:** To agree items to be included on the agenda.

**21. GAPTC Training:** To note upcoming training courses and agree attendance by those interested. (Paper 16)

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

**23. Correspondence:** To receive correspondence since the last meeting and agree actions, as required.

- a. Request from Caravan and Motorhome Club (Paper 17)

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

**25. Next Meeting:** The next full Council Meeting to be held on Wednesday 6<sup>th</sup> April 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.**