

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 the Parish Council to be held at **7.00pm on Wednesday 7th September 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

1st September 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.

22/126 Apologies for Absence: To receive and approve.

22/127 Declarations of interest in items on the agenda

22/128 Approval of Minutes of the Parish Council meeting on 2nd August 2022.

22/129 Matters arising: Consider matters arising for items not already on the agenda.

22/130 Clerk's Report: To receive update.

22/131 Presentation from Bourton Library (5 mins) and opportunity for councillors to provide input on service improvement.

22/132 Co-Option: To consider and vote on co-option of Mr Jon Wareing as a Parish Councillor.

22/133 Planning Committee: To note the draft minutes of the Planning Committee on 17th August.

22/134 Village Environment Committee:

1. To note the draft minutes of the meeting held on 10th August.
2. Grass cutting at St Lawrence Churchyard: To consider the following requests from the PCC in relation to the 2023-24 season onwards
 - a. To continue to maintain the grass with volunteer help as per the previous agreement.
 - b. The annual amount donated by BoWPC to be increased annually in line with the increase in the precept.
3. Village Maintenance Contract 2023-26 (Papers 1a, b & c):
 - a. To approve specification, accompanying letter and village map.
 - b. To authorise the Clerk to advertise the tender for period of 30 days (deadline to be agreed), including on Contracts Finder website and through local press.
4. Environmental Action Working Group: To approve Terms of Reference (Paper 2)
5. Moreton Show: To note the Cemetery allotments have won second prize in the allotments competition.

22/135 Highways Committee:

1. To note the draft minutes of the meeting held on 8th August.
2. To note the next meeting date has been amended to 6pm on Monday 19th September.
3. Police Briefing on Fraud and Drug Awareness on Thursday 6th Oct.

22/136 Youth & Well-being Committee:

1. To note the draft minutes of the meeting on 8th August.
2. Remedial works at The Naight MUGA scheduled to start on 7th Sept.
3. To note new Youth Club SLA with Inspire to Aspire from Sept 22-Mar 24. (Paper 3)

22/137 GMCC Committee:

1. To note the next meeting date has been amended to 5pm on Monday 19th September.

22/138 Village Green Bookings To consider a request from Sunflowers Suicide Charity to use the green from 1st to 8th July 2023 (Paper 4).

22/139 Finance & General Purposes Committee:

1. To note the draft minutes of the Extraordinary Meeting on 10th August.

2. To consider proposal to invest £50,000 of general reserves into a 1 year Business Savings Bond with Redwood Bank at a 2% interest rate (Paper 5).

22/140 Insurance Policy (Paper 6a, b, c & d): To review quotes and select a suitable provider for renewal on 1st October.

22/141 Council updated policies (Papers 7a, b & c): To review the following draft documents:

1. Equal Opportunities Policy
2. Grants Policy
3. Winter Weather Policy

22/142 Grant Applications: To consider and vote on applications submitted (Paper 8)

22/143 Platinum Jubilee:

1. To review and approve final financial information and invoice (Paper 9)
2. To note the final figure for earmarked reserves for a permanent commemoration is £1,512.14.
3. To agree to accept the donation of the banner and store for future events.

22/144 Finance:

1. **AGAR & External Audit 2021-22** (Papers 10a, b & c):
 - a. To review and accept the External Auditor Report & Certificate 2021-22.
 - b. To agree any actions arising from the report.
 - c. To authorise the Clerk to publish a Notice of Conclusion of Audit
2. **AGAR & External Audit 2022-23:** To review request from SAAA to consider opting out of using the appointed external auditor and to make local arrangements (Paper 11)
3. To approve that payroll provider Imaginative Solutions re-enrols staff onto the pensions scheme as a three yearly legal requirement at an estimated cost of £90.00.
4. Consider and approve the schedule of payments up to 7th September 2022 (Paper 12a).
5. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
6. Note the bank reconciliations dated 31st July and 31st August (Paper 12b & c), the Summary Report (Paper 12d), Financial Forecast to 7th September (Paper 12e) and Reserves Report (Paper 12f).

22/145 CDC Tourism Levy Consultation: To note this is running from 22nd Aug to 18th Sept.

22/146 Gigaclear: To consider proposal for new cabinet location (Papers 13a & b).

22/147 Land Transfer: To consider CDC proposal to transfer land at Rye Crescent play area and potential other land to Parish Council ownership (Paper 14a & b)

22/148 Bourton Browser article: To consider proposal to thank a parishioner for services to the village.

22/149 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/150 Correspondence:

1. Closure of coach park: Email from local business owner and email and meeting report from Bourton Business Network (Papers 15a, b & c).
2. Email from Lacock Parish Council requesting advice on rubbish (Paper 16).

22/151 Items to Note: Matters for information only.

22/152 Next Meeting: 7pm on Wednesday 5th October 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.

22/153 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 items are confidential as they relate to commercial and domestic tenancies and personal information relating to a councillor. As such, the press and public are excluded from this part of the meeting.

22/154 To receive an update from the Clerk on rent payments (Confidential Paper 17).

22/155 To agree terms for new lease on Flat 2.

22/156 To consider request from a councillor. (Confidential Paper 18)