

Bourton-on-the-Water Parish Council

**Minutes of the Extraordinary Meeting of the Parish Council held on Thursday 23rd September 2021
at 7pm in the Windrush Room, The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs A Davis, L Hicks, M Macklin, P Millett, N Randall, A Roberts, L Wilkins, B Wragge, B Sumner.

In Attendance: Sharon Henley, Clerk/RFO

Members of Public: None.

21/086 Apologies for absence: Cllr S Coventry.

21/087 Declarations of interest in items on the agenda: Cllr Hadley, Randall and Sumner declared an interest in North Cotswolds Rotary as members. Cllr Davis is a member of the Bourton Chase Residents' Association. Cllrs Davis, Hicks and Macklin volunteer for Cotswold Friends.

21/088 Grants for 2021-22: (Paper 1).

Regional and Small grant applications: Councillors resolved to award both Regional applications a higher sum than the £100 maximum in the Grants Policy to reflect the work that both organisations were carrying out for the parish. The Grants Policy to be updated for the next financial year to include a review of the current £100 maximum award for Regional Grants.

A separate vote was taken on each grant and the following were Approved by councillors. Councillors with declared interests abstained from voting on the grants concerned.

Organisation	Request	Grant Awarded
Regional Grants		
Citizens Advice Stroud & Cotswold Districts	Towards work of the Citizens Advice Stroud & Cotswold in Bourton Parish	£500.00
Sue Ryder Leckhampton Court Hospice	To contribute towards hospice care services (12 patients in Bourton in past year)	£500.00
Small Grants		
1st Bourton on the Water Rainbows	To purchase new programme resources & materials and a complete new first aid kit	£300.00
2nd Bourton on the Water Brownies	To purchase outdoor equipment balls, bats, etc and plates, bowls, beakers for Brownie Holidays	£200.00
Bourton Chase Residents Association	Assistance with initial set-up, to enable registration with Meadfleet and wildlife and children's activities	£300.00
Bourton & District U3A	To purchase promotional materials for relaunch of U3A locally - fliers, banners, flags and posters	£550.00
Bourton Vale Cricket Club	To build a new three land enclosed cricket net training area	£1,000.00
Cotswold Friends	To contribute towards volunteer-led community services for older people in the Bourton area	£1,000.00
North Cotswold Rotary	To fund a drama workshop for pupils at BoW Primary School	£250.00
The Order of St Johns, Jubilee Lodge	To purchase textiles and equipment for sensory room for dementia unit resident. Room to be offered to local families for work with Dementia Team	£1,000.00
Small Grant Total Approved		£5,600.00

Large Grant Application: It was agreed that the Bourton Rovers Football Club would be invited to present at a future meeting to provide further details on their application which, if awarded, would be payable in the financial year 2022-23.

21/089 External Auditor's Report for 2020-21: (Paper 2). Councillors received and noted the report. The Notice of Conclusion of Audit had been published. Cllr Davis proposed a vote of thanks to the Assistant Clerk for her excellent work to arrange for the completion and submission of the AGAR during the interim period with no permanent Clerk/RFO in post. This was seconded by Cllr Hadley and unanimously APPROVED.

21/090 Installation of Christmas Tree: Councillors reviewed the £125 from Firthwell Developments Ltd. Cllr Hadley proposed to accept the quote, seconded by Cllr Roberts and unanimously APPROVED.

21/091 Any Other Business: No items.

21/092 Next Meeting: Full Council meeting to be held on Wednesday 6th October 2021 at 7.00pm in the Windrush Room, The George Moore Community Centre.

21/093 Confidential Session:

- a. **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 residential and commercial leases. As such, the press and public are excluded from this part of the meeting.** Proposed by Cllr Hadley, seconded by Cllr Millett and unanimously APPROVED.
- b. **Leases for GMCC:**
 - i. **Flat 2:** To review and approve new lease (Confidential Paper 3) and to note costs to date from Harrison, James & Hardie. Following review Cllr Sumner proposed to authorise the Clerk to sign the lease, seconded by Cllr Hadley and unanimously APPROVED.
Cllr Randall left the meeting at the point.
 - ii. **Room 1:** To agree duration of lease. Following discussion it was agreed to issue a new one year lease. Proposed by Cllr Sumner, seconded by Cllr Hicks and unanimously APPROVED.
 - iii. **The Old Chapel:** To note notice period on tenancy and agree to commence marketing for new tenant. The tenant had given notice which expired on 7th December. Following discussion it was agreed that Tayler and Fletcher should be instructed to value and market the property for a commercial tenant at a cost of £500 + VAT. Marketing to commence as soon as possible. In addition, a fee of up to £500 + VAT was agreed to determine the recommended market rents prior to issuing further leases required for the GMCC rooms. Costs for preparing leases for new tenants to be passed to the tenant, as per the solicitor's recommendation. New leases for existing tenants would not be cross-charged at the current time. Proposed by Cllr Sumner, seconded by Cllr Hadley and approved by a majority vote.
 - iv. **Legal Fees:** To approve instruction of legal services from Kendall & Davies at approximately £3,000 + VAT and agree budgetary provision. Fees were for drawing up a total of six leases at £500 + VAT per lease. It was agreed to meet costs from general reserves. Proposed by Cllr Sumner, seconded by Cllr Roberts and unanimously APPROVED.
 - v. **To review recommendations on rents from Tayler & Fletcher for further agreement with tenants:** This was deferred to the full Council meeting owing to non-availability of the information.
 - vi. **To discuss costs for re-charging to tenants and agree future arrangements:** This was agreed during discussion at item 21/093 b (iii).

There being no further business the meeting closed at 20.19 hours.