

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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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 6th March 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

29th 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.

23/502 Apologies for absence: To receive.

23/503 Declarations of Interest: To note.

23/504 Approval of the draft minutes of 7th February Parish Council Meeting.

23/505 Matters Arising: Consider matters arising for items not on the agenda.

23/506 Clerk's Report: To receive an update.

23/507 Planning Committee:

1. To discuss/vote on any issues raised at the meeting held on 28th February.

23/508 Village Environment Committee

1. To discuss/vote on any issues raised at the meetings held on 14th February.
2. Memorial Repairs in Churchyard & Cemetery (Papers 1a&b): To approve recommendation from the Committee to instruct Memsafe to carry out repairs following safety testing at £2,617. To be funded by Contingency.

23/509 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised at the meeting held on 26th February.
2. New Youth Club provider (Paper 2): To approve for Stow Active Sports to provide weekly Youth Club sessions for up to 50 children up to a maximum cost of £9,000 for 2024-25. Grant funding of £10,000 is being sought for additional provision.
3. To instruct the Committee Clerk to proceed with applications for CDC Crowd Funding for the Rye Crescent play equipment.

23/510 GMCC Committee

1. Back-up generator (Paper 3): To review a quote for 2no. back-up generator sockets and agree further actions in respect of SSEN Resilient Communities Fund grant offer.

23/511 Highways Committee

1. To discuss/vote on any issues raised at the meeting held on 28th February.
2. Additional parking enforcement hours (Paper 4): To approve quote for additional hours at £18,985.98. To note £9,000 available in 2024-25 budget and £9,214 from Tourist Levy. Balance of £771,98 to be funded from Contingency.

23/512 Finance

1. To consider and approve the schedule of payments up to 6th March 2024 (Paper 5a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.

3. To note the bank reconciliation dated 29th February 2024 (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 6th March (Paper 5d), Accounts Overview (Paper 5e) and Reserves Report (Paper 5f).
4. Earmarked Reserves:
 - (a) To approve set-up of a new reserve for Churchyard & Cemetery Maintenance.
 - (b) To approve recommendation from VEC Committee to transfer £390 from the 2023-24 budget to above EMR to fund planned grave levelling.
 - (c) To review funds available in 2023-24 Contingency budget for transfer to Tree earmarked reserve.

23/513 Governance & Policy documents: To approve the following updated documents:

1. Code of Conduct (Paper 6a): To review further amendments and approve.
2. Asset Registers:
 - a. To approve list of items for write-off (Paper 6b).
 - b. To approve updated Asset Register (Paper 6c).
 - c. To approve updated Public Asset Register (Paper 6d).

23/514 Tourist Levy: To receive an update on funds received.

23/515 Village Green Hire: To approve requests received.

23/516 IT and Computers

1. **Loan of laptop – to consider request from Cllr Samuel (Paper 7):** Laptop to be purchased by the Parish Council from the IT Loan Equipment EMR as per quote from Imaginative Solutions.

23/517 Coach Parking, pick-up and drop-off:

1. To note any updates received from outside agencies.
2. Resolution proposed by Cllrs J Wareing, L Wilkins, A Davis and L Hicks on Coaches and Public Safety (Paper 8).

23/518 Parish Council open evening with Residents to discuss traffic flow and parking at 7pm on Thursday 21st March at the Royal British Legion Hall, Lansdowne: To note meeting arrangements.

23/519 Annual Parish Council Action Plan 2024-25 (Paper 9): To review draft as deferred from previous meeting and agree final wording.

23/520 Neighbourhood Plan Working Group (Paper 10 a&b): Consider recommendations and agree actions, as deferred from previous meeting.

23/521 Training: To approve the following requests:

1. Practical Advice for Owner/Operators of Public Play Spaces: SLCC webinar on 30th April from 2-3pm for Cllrs Hicks, Samuel and the Committee Clerk £50pp.
2. Staff Appraisals: SLCC webinar on 27th March at £30 for the Clerk.
3. Carbon Literacy Qualification: SLCC webinar 11th and 18th June from 9-1pm at £120pp. Recommendation from VEC Committee to send an attendee.
4. Code of Conduct training: To agree suitable date.

23/522 Reports from representatives on Outside Bodies: To receive reports, for information only.

23/523 Correspondence:

1. Paper on visitor numbers (Paper 11a).
2. Dying Awareness Week (Paper 11b).

23/524 Items to Note: Matters for information only.

23/525 Next Meeting: 7pm on Wednesday 3rd April 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.

23/526 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 legal matters. As such, the press and public are excluded from this part of the meeting.

23/527 To review letter received re The Naight and approve recommended actions from the Highways Committee (Confidential Papers 12 a, b & c).