

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 6th July 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

30th June 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.

22/078 Apologies for Absence: To receive and approve.

22/079 Approval of Minutes of the 8th June Parish Council meeting.

22/080 Matters arising: Consider matters arising for items not already on the agenda.

22/081 Clerk's Report: To receive update.

22/082 Platinum Jubilee Event June 2022: To receive an update report and event costings and consider proposals from the working party (Papers 1a & b).

22/083 Planning Committee:

1. To note the draft minutes of the Planning Committee on 22nd June.
2. Planning Applications - to consider responses to the following:

| | Application No. | Address | Proposal | Deadline |
|---|--------------------------------|---|--|----------------------|
| a | 22/01897/CLEUD | Valley View Park, Old Gloucester Road, Bourton-on-the-Water | Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for use of: i. Area 'A' for recreation, domestic storage, parking and maintenance area | Extended to 07/07/22 |
| b | 22/01898/CLEUD | Valley View Park, Old Gloucester Road, Bourton-on-the-Water | Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for use of: ii. Area 'B' as recreation, incidental to the caravan site | Extended to 07/07/22 |

22/084 Village Environment Committee:

1. To note the draft minutes of the meeting held on 15th June.
2. Jubilee Orchard: To consider quote from Paul Rigby to install a gate at the bottom end as a Platinum Jubilee remembrance project at £950 (Paper 2). To identify suitable funding source prior to approval.
3. To consider adopting the Zero Waste Declaration and associated proposals, including to install a free to use water tap/drinking fountain and establish an Environmental action working group (Paper 3a & b).
4. Len Hill Memorial:
 - a. To note the wall has been repaired and agree any further actions required (Picture - Paper 4)
 - b. To consider quote from Gary McPhilimey to clean and re-paint the memorial at £95 for labour and materials.

5. To note it was agreed to vire £320 from the Cemetery Shed budget to the Village Maintenance budget to fund the refurbishment of three benches.

22/085 Highways Committee:

1. To note the minutes of the meeting held on 22nd June.
2. GCC Ash Dieback Project: To note that the committee considered there were sufficient parish-owned trees and that GCC Highways should plant on outlying areas of verge at their discretion.
3. Hedge cutting and pavement obstruction.
4. To note GCC's adoption of the roads in part of Bourton Chase Phase 3 (Paper 5)

22/086 Youth & Well-being Committee:

1. To note the draft minutes of the meeting on 13th June.
2. To review Kompan quote SQ270554-2 to replace uprights on parallel bars and removal of existing swing at Rye Close at £1,554.03 + VAT (Paper 6).
3. To note the CDC lease of land at Rye Close play area will expire on 19th May 2024.
4. To agree request from litter picking team to arrange a police briefing on drug-awareness.

22/087 GMCC Committee:

1. To note the next meeting is on 21st July.
2. Fire extinguisher training for staff and tenants is booked for 9th September, any spare places to be offered to councillors.
3. To consider a request to waive room charges of £40 for the North Cotswold Rotary to host a visit by Ukrainian refugees on 26th June (Paper 7).

22/088 Village Green Bookings: To confirm request for the Caravan and Motorhome Club Band to play on the green at 2pm on Sunday 7th August with a collection for the Ukraine by the North Cotswolds Rotary.

22/089 Finance & General Purposes Committee:

1. To note the next meeting will take place on 21st July.

22/090 Council governance documents and updated policies: To review the following draft documents:

1. Code of Conduct (Paper 8a)
2. Place of Safety Policy (Paper 8b)
3. Protocol on the Filming & Recording of Parish Council & Committee Meetings (to supersede the existing Reporting at Meetings Policy) (Paper 8c)
4. Data Protection Policy (Paper 8d) (to supersede the Data Protection & Archiving Policy)
5. Document Retention and Destruction Policy (new policy) (Paper 8e)
6. Lone Working Policy (Paper 8f) & Lone Working Risk Assessment (Paper 8g)
7. Schedule of Policies July 2022 (Paper 8h)

22/091 Fixed Asset Register

1. To approve the write-off of the ANPR Asus laptop, proxy cost £200 in 2015.
2. To review updated Fixed Asset Register July 2022 (Paper 9).
3. To note the Clerk to obtain quotes for insurance cover from 1st Oct 2022 using the approved Fixed Asset Register. Full review of policy and provision required as recommended by the Internal Audit.

22/092 SLCC Membership: To consider payment of Clerk's annual membership of the Society of Local Council Clerks at £294.00.

22/093 Finance:

1. To approve write-off of invoice for room hire from November 2020 for £11.00.
2. To note overpayment of Clerk's salary in June of 20p and this has now been corrected.
3. To note the Multipay card was refunded £96.58 for return of a hanging basket watering kit.
4. To note that the NS&I bank account is now closed and the account balance of £1,500.02 has been received.
5. To approve underpayment to HMRC from Month 3 in 2021-22 (6th June to 5th July) totalling £985.48 including interest (Paper 10a).
6. Consider and approve the schedule of payments up to 6th July 2022 (Paper 10b).
7. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
8. Note the bank reconciliation dated 30th June (Paper 10c), the Summary Report (Paper 10d), Financial Forecast to 6th July 2022 (Paper 10e) and Reserves Report (10f).

22/094 Clerk's Delegated Authority: To review current arrangements as approved at the June meeting and agree any amendments as required.

22/095 Website/Email Addresses: To consider future provision of website domain name and associated email addresses.

22/096 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/097 Correspondence: To receive correspondence since the last meeting and agree actions.

(a) Email from resident on Clapton Row Green (Paper 11).

(b) Email regarding the coach park (Paper 12)

22/098 Any Other Business: To receive reports, for information only.

22/099 Next Meeting: To discuss a possible change of date for the August Council Meeting. Currently scheduled for 7pm on Wednesday 3rd August 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.

22/100 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 a commercial tenancy. As such, the press and public are excluded from this part of the meeting.

22/101 To receive an update from the Clerk on rent payments (Confidential Paper 13).