

Bourton-on-the-Water Parish Council

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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 8th June 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

31st May 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.

22/053 Apologies for Absence: To receive and approve.

22/054 Approval of Minutes:

1. Annual Parish Council Meeting on 4th May 2022.
2. Extraordinary Parish Council Meeting on 19th May 2022.

22/055 Matters arising: Consider matters arising for items not already on the agenda.

22/056 Clerk's Report: To receive update.

22/057 Planning Committee:

1. To note the draft minutes of the Planning Committee on 11th May & 1st June.

22/058 Village Environment Committee:

1. To note the draft minutes of the meeting held on 16th May.
2. Len Hill Memorial, St Lawrence Churchyard:
 - a. To consider advice received in regard to completion of repairs.
 - b. To note that a sum of £720 has been advised for work to date by the current contractor.
 - c. To review further contractor quotes received following site meetings with Cllr Roberts and agree further actions. (Papers 1a and b).
 - d. Grass cutting at St Lawrence Churchyard:
 - i. To note that the VEC Committee approved payment of £500 towards a total requested by the PCC of £1,200 for grass cutting to be completed in 2022.
 - ii. To approve payment of the balance of £700 from Contingency or other budget to be agreed.
 - e. Zero Waste Statement: Proposal to adopt the following statement for the website and social media "We aspire to be a zero waste community and to keep the Cotswolds tidy. Please support our community reusable programme".

22/059 Highways Committee:

1. To note the minutes of the meeting held on 16th May.
2. Cotswold Flood Warden meeting on 9th June: To note that Cllr Roberts will attend.

22/060 Youth & Well-being Committee:

1. To note the draft minutes of the meeting on 9th May.
2. MUGA: To note that Kompan have been instructed to complete the noise-reduction works as soon as possible and parts are currently on order.

22/061 GMCC Committee:

1. First Aid Risk Assessment in accordance with the Health & Safety (First Aid) Regulations 1981: To review document and recommendations as approved by the committee. (Paper 2)
2. Lightning Conductor:
 - a. To note that recent remedial works by PTSG did not return the structure to a serviceable condition (Paper 3a)

- b. To consider two quotes for remedial work to install a new surface-mounted lightning conductor (Papers 3b & c) and quote from a third contractor to carry out a re-inspection and testing of the system to determine work required (Paper 3d).
- c. To consider quote from the Fire Protection Association for Fire Extinguisher Training at a cost of £700 per half day for up to 24 people. (Paper 3e)

22/062 Village Green Bookings: No requests received.

22/063 Finance & General Purposes Committee:

- 1. To consider a recommendation from the committee to open a CCLA Public Sector Deposit Fund and invest £85,000 (Paper 4). If approved to agree signatories.
- 2. To consider the following draft updated documents and policies as recommend by the committee:
 - a. General Risk Assessment Policy 2022-23 (Paper 5a)
 - b. Investment Policy (Paper 5b)
 - c. Code of Conduct (Paper 5c)
 - d. Public Asset Register (Paper 5d)

22/064 Additional new or updated policies and documents for review by Council

- 1. Standing Orders (Paper 6a)
- 2. Scheme of Delegation (Paper 6b) including a proposal to increase the Staffing Committee membership to 5 to include the Chairman of the Council.
- 3. Fire
 - a. Fire Safety Policy (New Policy as per Fire Risk Assessment recommendations) (Paper 6c).
 - b. GMCC Emergency Evacuation Procedures (Updated)(Paper 6d)
 - c. GMCC Tenant Fire & H&S Procedures (Updated)(Paper 6e)

22/065 Finance:

- 1. Consider and approve the schedule of payments up to 8th June 2022 (Paper 7a).
- 2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- 3. Note the bank reconciliation dated 30th April (Paper 7b), 31st May (7c), the Summary Report (Paper 7d), Financial Forecast to 8th June 2022 (Paper 7e) and Reserves Report (7f).

22/066 Platinum Jubilee Event June 2022:

- 1. To receive an update report and event costings from the working party (Paper 8).

22/067 Clerk's Delegated Authority: To review current arrangements as approved at the May meeting and agree any amendments as required.

22/068 Cotswold District Council Tourism Levy: To agree projects to be put forward by CDC for public consultation to be funded by this grant.

22/069 To consider funding the Clerk's continued annual professional membership of IOSH (Institution of Occupational Safety & Health) at £148 for 2022-23.

22/070 To approve purchase of Charles Arnold-Baker on Local Council Administration 13th edition from SLCC at £137 + postage + VAT.

22/071 To review update from St Lawrence Church PCC on the Fuel Poverty Initiative and agree further actions (Paper 9).

22/072 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/073 Correspondence: To receive correspondence since the last meeting and agree actions.

22/074 Any Other Business: To receive reports, for information only.

22/075 Next Meeting: The next full Council Meeting will be at 7pm on Wednesday 6th July 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.

22/076 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.

22/077 To review request from tenant in connection with rent. (Confidential Papers 10a & 10b).