

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Tel: 01451 820712

Email: clerk@bourtononthewater-pc.gov.uk

To all members of the Council

You are hereby summoned to attend a meeting of Bourton on the Water Parish Council to be held in the Windrush Room at The George Moore Community Centre at 7.00pm on Wednesday 1st September 2021 for the purpose of transacting the following business.

Members of the public and press are welcome to attend but it would be helpful if you could inform the Clerk prior to attendance.

Papers for the meeting can be viewed in Dropbox – please click the link [Dropbox](#)



Mrs Sharon Henley
Clerk to the Council

25th August 2021

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.

1. **Apologies for absence:** Receive and accept apologies.
2. **Declarations of interest in items on the agenda:** Record any interest declared (Councillors are reminded of the need to update their Register of Interests, as changes occur).
3. **Approval of Draft Minutes of 4th August 2021:** Consider and approve (circulated).
4. **Matters arising:** Consider matters arising from the Parish Council meeting minutes not already on the agenda.
5. **Clerk's Report:** To receive update.
6. **Planning Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 25th August (minutes to be circulated when available) and discuss/vote on any issues raised.
7. **Village Environment Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 18th August (minutes circulated) and discuss/vote on any issues raised.
 - b. Tree Survey: To approve delegated powers to the Clerk to instruct Treotech to complete a tree survey up to a maximum cost of £750 (Paper 1)
 - c. Fencing Works at Periwinkle Bank: To approve quote from Peter Scarrott at a cost of approx. £500. Source of funding to be identified prior to approval of works.
 - d. CDC Beautification Fund Grant Application: Proposal to submit grant application for the purchase of 20 no. black and gold aluminium composite fingerpost signs at a cost of £1,900.
 - e. Queen's Platinum Jubilee Celebrations 2nd-5th June 2022: To discuss progress with volunteer group and event planning and agree further actions.
8. **Highways Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 16th August (minutes circulated) and discuss/vote on any issues raised.
 - b. Emergency Plan: Review draft updated document and approve or agree further updates (Paper 3)
 - c. To note change of date of next meeting to Wednesday 22nd September at 7pm.
9. **Youth & Well-being Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 16th August (minutes circulated) and discuss/vote on any issues raised.
 - b. Youth Club: To approve SLA from Inspire to Aspire at an annual cost of £8,202.50 + VAT for 37 x 3 hours sessions starting from 6th September and payable in 12 monthly instalments. (Paper 4)
 - c. Changing Places Toilets Grant Funding Application: Approval to request CDC to make application for facilities in the village. (Paper 5)

10. Community Centre Committee:

- a. To approve quote of £234.55 + VAT from Cotswold & Vale for remedial works identified as part of the Fixed Wiring Test. (Papers 6a & 6b)
- b. To approve quote of £485.00 + VAT from Chosen Fire Protection for a Fire Risk Assessment. (Papers 7a, b & c)
- c. To approve at 60 month rental agreement at £209.76 per quarter from Apogee for a Toshiba 2015 photocopier/scanner. To replace current equipment costing £225.66 per quarter. (Papers 8a, b & c)
- d. Update on proposed livestreaming of meetings. (Paper 9)
- e. Review of Covid-safe risk assessments for use of the GMCC and Parish Council Meetings to determine whether to increase the maximum numbers for each booking following updated Govt guidance. (Papers 10a & b)
- f. To approve recommendation to transfer IT Subcommittee reporting from GMCC to the F&GP Committee.

11. Village Green Bookings: To consider and approve the following requests:

- a. To have a 'Sunflower Bomb' (as per July 2021) in the seated area from 2nd to 16th July 2022 in aid of Sunflowers Suicide Support. (Paper 11)
- b. To hold a Bourton Panto event with fete and duck races on 18th September 2021.

12. F&GP Committee

To review the following draft updated documents and approve or agree amendments:

- a. Fixed Asset Register (Paper 12)
- b. Standing Orders (Paper 13)
- c. Financial Regulations (Paper 14)
- d. Insurance: To approve costs of £7,746,41 to renew cover from 1st Oct 2021 for 12 months through Came & Co. under 3 year Long Term Agreement to Sept 2022 (Paper 15)
- e. To approve the following documents requiring update as a result of (10f)
 1. Scheme of Delegation (Paper 16)
 2. IT Sub-Committee Terms of Reference (Paper 17)
 3. GMCC Committee Terms of Reference (Paper 18)
 4. F&GP Committee Terms of Reference ((Paper 19)

13. Finance:

- a. Consider and approve the schedule of payments up to 1st September 2021 (Paper 20).
- b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- c. Note the bank reconciliation dated 29th July, the Summary Report dated 24th August and the Financial Forecast dated 24th August (Papers 21 a, b & c).

14. Reports from representatives on Outside Bodies: Receive reports, for information only.

15. Correspondence: To receive correspondence since the last meeting and agree actions, as required:

- a. Request from Bourton Vale Cricket Club to increase size of entrance or clear new exit onto Rissington Road.(Paper 22)

16. Any Other Business: To receive reports, for information only.

17. Next Meeting: To be held on Wednesday 6th October 2021 at 7.00pm 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.

End of Meeting.