

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 4th October 2023** 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

28th September 2023

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.

23/161 Apologies for absence.

23/162 Declarations of Interest.

23/163 Approval of the draft minutes of the 6th September Parish Council Meeting:

23/164 Matters Arising: Consider matters arising for items not on the agenda.

23/165 Clerk's Report: To receive update.

23/166 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 27th September.
2. To consider the following Planning Application, following a site visit by the Committee members:

Reference	Address	Proposal	Deadline
23/02705/FUL	Barns opposite Pockhill Drive, Pock Hill Lane, Bourton-on-the-Water	Conversion of 3no. agricultural barns to form 1no. dwelling	Extension agreed to 5 th Oct

23/167 Village Environment Committee

1. To discuss/vote on any issues raised following the meeting on 27th September.
2. Springvale Allotments Maintenance budget code 2070: To agree to move the £5,000 allocated in this year's budget to a new earmarked reserve for work to create additional allotments in future years.

23/168 Youth & Wellbeing Committee

1. To note that Cllr Hicks was elected as Committee Chairman.
2. To discuss/vote on any issues raised following the meeting on 25th September.
3. Rye Crescent play area refurbishment – update following public consultation on 24th September.
4. Play Areas Code of Conduct (Papers 1a & b): To review insurer's comments and agree further actions.

23/169 GMCC Committee – next meeting on 19th October.

23/170 Highways Committee

1. To discuss/vote on any issues raised following the meeting on 21st September.

23/171 IT & Data Sub-Committee

1. To discuss/vote on any issues raised following the meeting on 14th September.
2. To agree that computer passwords should be changed every 60 days for any Council PCs, as per insurance requirements.
3. To approve a monthly subscription to Dropbox at £7.99/month + VAT, payable annually at £95.88/year.

4. To approve the transfer of domain registrant and website hosting to Parish Online at a cost of £100 + VAT for domain registration, £355 + VAT for annual website hosting. Total costs for approval of £455 + VAT to be funded from allocated budgets.
5. Council owned Computers/Equipment for Councillors:
 - a. To approve the addition of the following statement in the Scheme of Delegation: ‘In special cases where a councillor does not have a Windows laptop the Parish Council will purchase them a loan machine and allow provision for technical support. Applications to be decided by the IT and Data Sub Committee on a case-by-case basis for approval by full Council.’
 - b. To agree that any costs incurred during 2023-24 would be taken from Contingency and budgeted for in future years.

23/172 Finance:

1. To consider and approve the schedule of payments up to 4th October 2023 (Paper 2a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To agree arrangements for signing of invoices following the meetings.
3. To note the bank reconciliation dated 30th September (Paper 2b), the Summary Report (Paper 2c), Financial Forecast to 4th October (Paper 2d) and Reserves Report (Paper 2e).
4. Year End Accounts 2023-24 (Papers 3a & b): To approve ACCLC (Accounting for Local Councils and Clerks) to create rollover of accounts on Scribe at year end at a cost of £540 + VAT for one year or £485 + VAT for four years.

23/173 Governance

1. Insurance: Update by the Clerk on policy renewal.
2. To approve the following documents:
 - a. Standing Orders (Paper 4a) – updated document.
 - b. Scheme of Delegation (Paper 4b) - updated document.
 - c. Village Green Hire Policy (Paper 4c) - updated document.
 - d. Meeting Attendance Policy (Paper 4d) – new document.

23/174 Village Green Hire: To approve any requests received:

1. Royal British Legion to fundraise using two World War Two style Jeeps near to the war memorial on one Saturday prior to Remembrance Sunday, weather dependent.

23/175 Civility & Respect Training with Breakthrough Communications via GAPTC:

1. To approve revised costs for training at £56 per person for Cllrs Davis, Jowitt, Hicks and the Clerk as per invoice 167 in Dropbox, total £224.
2. To approve revised costs of £56 per person for training for the remaining 10 councillors, total £560 of which £217.50 to be charged to Contingency.

23/176 Tourist Levy: Update following meeting with CDC on 19th September and to agree final list of projects to request from CDC and likely project costs.

23/177 Consultation from GCC Highway Records Definite Map Modification for Byways Open to All Traffic, Parishes of Clapton-on-the-Hill, Bourton-on-the-Water and Cold Aston (Papers 5a-e): To review consultation documents, input received and agree a response.

23/178 Reports from representatives on Outside Bodies: To receive reports, for information only.

23/179 Correspondence:

1. Email from BBN re. Christmas Tree (Paper 6).

23/180 Items to Note: Matters for information only.

23/181 Next Meeting: 7pm on Wednesday 1st November 2023 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.

23/182 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 staffing matters. As such, the press and public are excluded from this part of the meeting.

23/183 Staffing Matters: To review contract for Locum Committee Clerk and agree a time extension to the end date.