

## **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 7th December 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**

1<sup>st</sup> December 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.**

**22/227 Apologies for Absence:** To receive and approve.

**22/228 Declarations of interest in items on the agenda**

**22/229 Approval of Draft Minutes**

1. Parish Council Meeting held on 2<sup>nd</sup> November 2022
2. Extraordinary Parish Council Meeting held on 3<sup>rd</sup> November 2022

**22/230 Matters arising:** Consider matters arising for items not on the agenda.

**22/231 Clerk's Report:** To receive update.

**22/232 Planning Committee:**

1. To discuss/vote on any issues raised following the meeting on 9<sup>th</sup> and 30<sup>th</sup> November.
2. Development of the old Co-Op/Countrywide site: To receive an update by Cllr Davis following an informal pre-planning application meeting with the purchasers of the site.

**22/233 Village Environment Committee:**

1. To discuss/vote on any issues raised following the meeting on 16<sup>th</sup> November.
2. To note that the Extraordinary VEC Meeting planned for 14<sup>th</sup> December is cancelled and the Village Maintenance Contract Tenders for 2023-26 will be discussed at the Council's Extraordinary Meeting on 13<sup>th</sup> December.
3. Allotment Rules: To approve updated rules for 2023 (Papers 1a & b)
4. Allotment Rents: To approve an increase for all sites by £1 to £22pa per plot for 2023.
5. Burial Fees: To approve minor amendments to fee structure (Paper 1c)
6. Tree Survey work: To note that all works are now complete and to authorise payment of Treotech invoice at £7,549.95 + VAT, as per quote.
7. Cemetery Lane Allotments: To review request from Plotholder 9a to install an 8' x 6' shed.
8. Damage to Village Green railings (Papers 1d & e): To review quotes for repair and agree further actions.
9. Grounds Maintenance Tender: To receive update following expiration of tender date and agree any further actions required.

**22/234 Highways Committee:**

1. To discuss/vote on any issues raised following the meeting on 21<sup>st</sup> November.
2. GCC Highways parking enforcement additional hours: To approve payment of July-Sept costs at £4,138.54.

**22/235 Youth & Well-being Committee:**

1. To discuss/vote on any issues raised following the meeting on 14<sup>th</sup> November.
2. MUGA Remedial Works: To note that these are complete and to retrospectively approve payment of Kompan invoice for £2,323.43 + VAT – spend previously approved by Council.
3. Playrangers Costs for 2023-24:
  - a. To note that an application was submitted to Moore Friends to cover the uplift in costs for 2023-24 for £1,108.

- b. To authorise an application to OPCC Commissioner's Fund for the maximum amount of £5,000 for 2023-24 costs by the deadline of 9<sup>th</sup> Dec. Costs to be otherwise met by annual budget.
  4. White Ribbon Day 25<sup>th</sup> Nov: To ratify the Council's support via the website, as approved by YWB Cttee.
- 22/236 GMCC Committee:**
1. To discuss/vote on any issues raised following the meeting on 10<sup>th</sup> November.
  2. Flat 2 remedial works on shower room (Papers 2a & b): To review quotes and appoint a contractor.
  3. Leak in Library Roof (Paper 2c & d): To review quotes and appoint a contractor.
- 22/237 Finance & General Purposes Committee:**
1. To discuss/vote on any issues raised following the meeting on 3<sup>rd</sup> November.
  2. New Earmarked Reserve for Rye Crescent: To approve recommendation to move £20,000 from General Reserves to a new Earmarked Reserve for new play equipment.
  3. CIL Funds: To approve recommendation for funds of £1,629.29 to be used towards MUGA remedial works.
- 22/238 Staffing Committee:**
1. To note minutes of the meeting held on 10<sup>th</sup> November. Salary matters to be discussed during the confidential session.
  2. Recruitment of Committee Clerk/Administration Assistant: To receive an update from the Clerk.
- 22/239 Finance:**
1. Year End: To approve costs of £440 + VAT for Paul Burdick, Accounting for Local Council & Clerks to complete year end and AGAR work on Scribe.
  2. Insurance: To approve additional payment to BHIB of £673.51 following Community Centre buildings revaluation. (Paper 3a)
  3. Large Grant to Bourton Rovers Football Club (Paper 3b): To consider request in respect of grant of £7,336 awarded for 2022-23.
  4. GPFA Subscription: To approve membership costs of £50- membership approved at Annual Meeting.
  5. Platinum Jubilee event costs (Paper 3c): To review actual costs in cashbook and approve as amendment to final costs. Agree final amount for earmarked reserve adjustment.
  6. Bank Reconciliation to 31<sup>st</sup> Oct 2022 (Paper 3d): To note updated document to include late transaction.
  7. Consider and approve the schedule of payments up to 7<sup>th</sup> December 2022 (Paper 3e). To note that salaries include contractual back-payments, as approved by Staffing Committee and detailed in the Confidential Session item 22/254.
  8. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
  9. Note the bank reconciliation dated 30<sup>th</sup> November (Paper 3f), the Summary Report (Paper 3g), Financial Forecast to 2<sup>nd</sup> November (Paper 3h) and Reserves Report (Paper 3i).
- 22/240: Policies:** To review and approve the following draft documents:
1. Dignity at Work Policy (Paper 4a)
  2. Annual Leave Policy (previously Holiday Policy) (Paper 4b) (recommended by Staffing Committee)
  3. Village Green Hire Policy (Paper 4c) (recommended by VEC Committee)
  4. Grants Policy (Paper 4d): To approve a proposal to amend to remove the provision of Large Grants in the policy for 2023-24.
- 22/241 Land Transfer at Rye Crescent** (Papers 5a & b): To review draft Heads of Terms and Title Plan and agree further actions.
- 22/242 Gigaclear** (Paper 6a): To review request to install equipment adjacent to Meadow Way for a one-off payment of £100. To note POS plan showing underground utilities (Paper 6b).
- 22/243 GAPTC – Election of Cotswold District Reps** (Paper 7): To review candidates and vote for two.
- 22/244 Bourton Roadrunners 10k Run on 26<sup>th</sup> February** (Paper 8): To review requests from the Roadrunners group and GCC Highways. To approve event, road closures and an additional request to use the Community Centre car park for Race Marshals.
- 22/245 Residents' Survey** (Paper 9a & b): Resolution by Cllr Wareing to conduct a survey. Wording and arrangements to be agreed. Deferred from November meeting.
- 22/246 Schedule of Meetings** (Paper 10): To approve amended dates for Highways, Youth & Wellbeing & Village Environment Committee meetings following agreement to hold meetings at approx. 6 weekly intervals after January 2023.
- 22/247 CDC's Tourism Levy:** To receive any updates received from CDC or agree actions required.
- 22/248: Cotswolds National Landscape Dark Skies Consultation** (Paper 11): To delegate a representative from Council to submit a response to the on-line survey.

**22/249: To approve representative of Youth Parliament** to present to Youth & Wellbeing Committee and full Council at a future meeting.

**22/250 Reports from representatives on Outside Bodies:** Receive reports, for information only.

**22/251 Correspondence:** To review correspondence received.

**22/252 Items to Note:** Matters for information only.

**22/253 Next Meeting:**

1. Extraordinary Parish Council Meeting at 5.30pm on Tuesday 13<sup>th</sup> December to discuss Grounds Maintenance Tenders and 2023-24 Budget.
2. Parish Council Meeting at 7pm on Wednesday 4<sup>th</sup> January 2023

Both meeting to be held 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.**

**22/254 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 items are confidential as they relate to employment matters and commercial tenancies. As such, the press and public are excluded from this part of the meeting.

**22/255 To receive an update from the Clerk on rent payments** (Confidential Paper 12a).

**22/256 Salaries**

1. **Salary Payments:** To note new NALC paycales backdated to April 2022 and contractual staff underpayments as approved by Staffing Committee for December payroll (Paper 12b and Confidential papers 12 c & d)
2. **Recommendations following Annual Appraisals** (Confidential paper 12e): To approve recommendations by Staffing Committee.