

## 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 Bourton on the Water Parish Council to be held at **7.00pm on Wednesday 2<sup>nd</sup> February 2022 in the Windrush Room** at The George Moore Community Centre 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 [Papers](#)



Mrs Sharon Henley  
Clerk to the Council

27<sup>th</sup> January 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.**

1. **Apologies for absence:** Receive and accept apologies.
2. **Declarations of interest in items on the agenda:** Record any interests declared (Councillors are reminded of the need to update their Register of Interests, as changes occur).
3. **Approval of Draft Minutes:**
  - a. Parish Council Meeting held on 5<sup>th</sup> January 2022
  - b. Parish Council Extraordinary Meeting held on 10<sup>th</sup> January 2022
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 26<sup>th</sup> January and discuss/vote on any issues raised.
  - b. SHELAA Consultation (Paper 1a & 1b): Agree process for draft responses to the future consultation on SHELAA and the Local Plan.
  - c. Community Emergency Plan (Paper 2): To agree arrangements with all Council members for completing a practical run-through of the updated plan.
7. **Village Environment Committee:**
  - a. Committee Chairman to present a short summary from the meeting held on 12<sup>th</sup> January and discuss/vote on any issues raised.
  - b. To approve Tree Survey work at £1,650 + VAT by Stockwell Davies. Funded by Tree Work EMR. (Paper 3).
  - c. To approve work at Jubilee Orchard at a cost of £393.75 + VAT by Treotech (as approved at December VEC meeting). Funded by Tree Work EMR (Paper 4).
  - d. To consider a request from Headspace for Council to waive the allotment fee for Plot 10 at Springvale for 2022.
8. **Highways Committee:**
  - a. Committee Chairman to present a short summary from the meeting held on 17<sup>th</sup> January and discuss/vote on any issues raised.

**9. Youth & Well-being Committee:**

- a. Committee Chairman to present a short summary from the meeting held on 17<sup>th</sup> January and discuss/vote on any issues raised.
- b. Accessibility Audit and Summary of Actions (Papers 5a & 5b): To review report and proposals and agree further actions.
- c. Commissioner's Fund 2022/23 (Paper 6): To consider and approve submission of a suitable grant funding application for up to £5,000 by deadline of 16th Feb.

**10. GMCC Committee:**

- a. To note the postponement of the January meeting and Council to determine a new date.
- b. To consider options for new energy tariff from November 2022 and agree final option (Papers 7a & b).
- c. To consider request from the Dementia Friendly Bourton group for free of charge room hire for a drop-in event during April.
- d. To consider request from Bourton Roadrunners to use 20-25 parking spaces at the Community Centre during 10k race on 27th Feb.
- e. To receive settlement quote from Apogee in response to request to terminate existing agreement for printer services and agree action (Paper 8).

**11. Village Green Bookings:** (Paper 9) To consider schedule of applications for 2022 for approval.

**12. Platinum Jubilee Event June 2022:**

- a. To receive an update from the working party (Paper 10).
- b. To approve a suitable design for the commemorative mugs (Paper 11).
- c. To note receipt of donation of £1,500 from Rural Cinema towards the Platinum Jubilee Event.

**13. Finance & General Purposes Committee:** To note the January meeting was postponed, Council to determine new meeting date.

**14. Finance:**

- a. Consider and approve the schedule of payments up to 2<sup>nd</sup> February 2022 (Paper 12).
- b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- c. Note the bank reconciliation dated 31<sup>st</sup> December 2021 (Paper 13a), the Summary Report (Paper 13b) and the Financial Forecast to 2<sup>nd</sup> February 2022 (Paper 13c). Approve the Q3 VAT return for 2021/22 (Paper 13d).
- d. Update on switch to Unity Trust bank.

**15. BTAG (Bourton Tourist Action Group):**

- a. To consider proposal to set up a BTAG Working Group to report to the Council.
- b. To agree structure of Working Group (if approved), including which members of Council to sit on the group and arrangements for drafting written Terms of Reference.

**16. Clerk's Delegated Authority:**

- a. To review current arrangements as approved at the January meeting and agree any amendments as required.
- b. To consider amendments to the Financial Regulations to increase the amount of Clerk's emergency approval of funds from £500 to £1,000.

**17. CDC proposals for Town & Parish Council election charges:** To note update received and budget implications (Paper 14).

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

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

- a. Letter from resident on Precept 2022/23. (Paper 15).

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

**21. Next Meeting:** The next full Council Meeting to be held on Wednesday 2<sup>nd</sup> March 2022 at 7pm 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.**