

Bourton-on-the-Water Parish Council

Minutes of a Meeting of the Parish Council held at 7.00pm on Wednesday 6th September 2023 in the Windrush Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, B Hadley, L Hicks, J Jowitt, L Launchbury, M Macklin, M Samuel, S Tapper, J Wareing, L Wilkins, and B Wragge.

In Attendance: Sharon Henley, Clerk. Steve Cotton, Village Warden, County Cllr P Hodgkinson.

Members of Public: None present.

Link to agenda papers [Papers](#)

Public Session: None present.

Steve Cotton, Village Warden gave a verbal report. He had received complaints about the state of the grass in the play areas, especially The Naight. In addition, the hedge between The Naight and the car park was overgrown which encouraged anti-social behaviour. The Chairman confirmed that this was on the schedule to be cut by the contractor during October.

At CDC's request, Steve had been monitoring coaches dropping off and picking up and was looking for assistance. Steve was attending a meeting with Stow Police on Monday 11th to discuss coach parking and welcomed any comments beforehand. It was agreed to request that a representative from the Parish Council could also attend. It was noted that the main summer season had now passed so coach numbers would be lower. It was agreed to check what the police powers were in respect of the coaches.

County Cllr report from Paul Hodgkinson gave a verbal report. He had previously mentioned obstruction of coaches to the police.

Village wide Traffic Regulation Order – Cllr Roberts to send information to Cllr Hodgkinson in advance of his meeting with GCC Highways the following day so matters could be chased up. Cllr Hodgkinson had received very few direct complaints about traffic congestion. Signage in Lansdowne did not inform motorists of parking further on in the village, and this was one of the matters requiring improvement. A number of main roads were having road works, including the A429.

From Mon 11th September the NHS would offer the new Covid/flu jab to the over 65s, under 65s who were clinically vulnerable and the carers of those people.

The Robin bus service was halfway through the one-year pilot and there were currently insufficient numbers using the service in this area. All were encouraged to publicise the on-demand service.

Cllr Davis requested further information on the M5 junction long term closure - Cllr Hodgkinson to check.

It was confirmed that the A417 'Missing Link' would only be shut when the new road was available for use.

District Councillor report from Jon Wareing (Bourton Village): Cllr Wareing apologised that he had no report following a period of ill health.

District Councillor report from Len Wilkins (Bourton Vale) gave a verbal report. CDC had upgraded Planning services to provide a 'first class experience for residents'.

The Crowd Funding Community Fund of £10,000 was available from 13th September. There was a New Economic Strategy for Gloucestershire. Cotswold Tourism asked to be kept informed of any Christmas events. The 'Make my House Green' grant fund was available to help lower income families get solar power.

23/135 Apologies for absence. None received.

23/136 Declarations of Interest: In relation to 23/147 Grants, the following declared an interest and did not take part in discussion or voting: Cllr Hadley as a member of Rotary, Cllrs Hicks, Roberts and Wragge as organisers of Cotswold Dementia Friendly and it was agreed that Cllr Hadley would chair the discussion on this item. Cllr Wareing as a member of Headspace and Cllr Wragge as a member of the Football Club.

23/137 Approval of the draft minutes of the 2nd August Parish Council Meeting: APPROVED by all those present at that meeting.

23/138 Matters Arising:

1. Land transfer of Rye Crescent play area: The Title Plan had been circulated and the solicitor confirmed Total Land Registry fees of £45. The solicitor queried the wording of clause 15.1 in the draft Transfer Deed and CDC agreed to remove the word “noisy” from that restrictive covenant. A Land Registry compliant plan was awaited for attaching to the Transfer Deed, and once received, the solicitor would send for final approval by Council and signature.
2. Parish On-line mapping software: BHIB confirmed that the Parish Council still benefitted from another year free with Parish On-line as per the Long-Term Agreement. Cllr Davis noted that a 30% discount was available via GAPTC for future use.
Regarding sharing of CDC and GCC data on the Parish Council mapping system, CDC had provided access to their TPOs, Land Ownership and other information. GCC had provided a link to a digital map with all TROs detailed.
3. Assets of Community Value. Cllr Davis had commenced work on an initial list included 15 assets for possible inclusion. On further examination of criteria, many had not been able to be included. ACVs once listed can attract grant funding if there is a risk of loss to the community. For example, the Victoria Hall. Cllrs Davis and Samuel to circulate the draft list in due course.

23/139 Clerk's Report:

- Town and Parish Council Forums, Cirencester Mon 11th Sept 18.00-19.30 (Microsoft Teams) or Moreton Thurs 28th Sept 18.00-19.30. Councillors were encouraged to book on-line by September 8th.
- CDC Tourist Levy meeting via Microsoft Teams for Parish Councillors arranged for 5pm on Tuesday 19th September, to be confirmed.
- A resident reported damage to the riverbank and dams being built in the river. A contractor had completed repairs to the damaged wall under Clerk's delegated authority for safety reasons and had removed and reused the stone in the river. It was anticipated that the costs would be absorbed into future riverbank repair work to be completed by that contractor.
- Councillors were encouraged to book onto GAPTC Community Policing and Staying Safe training online on Monday 25th Sept at 6pm. Additional training courses were available, as per information circulated. Cllrs to inform the Clerk if they would like to be booked on.
- Chris Haines was appointed as GAPTC's new CEO, starting from 25th October. He had previously worked as Town clerk for Coleford TC and DEFRA.
- Fault in ANPR camera in Rissington Road: Cllr Roberts advised that initial investigations hadn't fixed the problem. Further investigation was required which would entail use of a cherry picker (Approx cost £250 + VAT) and our system supplier had offered to complete this free of charge.
If a change to the router and power supply was required the cost would be approx. £650 + VAT with total potential costs of around £900. The Clerk confirmed there were sufficient funds in the Camera Maintenance budget. The investigations had been actioned by Clerk's delegated authority to ensure continued service delivery.

23/140 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 23rd August. The meeting due to take place on 13th September was cancelled due to no planning applications having been received. The next meeting would be on 27th September.
2. Neighbourhood Plan:
 - (a) To approve a recommendation from the Committee for the creation of a plan. APPROVED.
 - (b) To approve the setting up of a working party of councillors and interested residents. APPROVED. It was agreed that Terms of Reference should be drawn up by a working party of councillors prior to recruiting members of the public. Cllrs Davis, Hadley, Macklin, Samuel, Tapper, Wareing and Wilkins to be members of the working party. Cllr Wareing previously produced draft Terms of Reference for a working group. The Clerk to circulate the document so it could be adapted for this group.

23/141 Village Environment Committee

1. To discuss/vote on any issues raised following the meeting on 23rd August. It was noted that the meeting on 13th September was postponed due to short staffing. The next meeting to be held on at 7pm on Wednesday 27th September.
2. War Memorial: To approve a recommendation from the Committee to receive and accept a grant offer from the War Memorials Trust of £280 to cover 50% of repair costs (Paper 1). APPROVED.

3. Station Road hedges: To approve a recommendation from the Committee to accept a quote from idVerde for £650 + VAT to cut back hedges at the traffic lights. It was agreed that Cllrs Roberts and Hadley would check with the contractors during their site visit that the quote included the full length of Station Road. The vegetation was impeding access along the footpath so a height and width reduction was needed to fulfil GCC Highways' requirements. The quote was APPROVED on the basis that all of Station Road was included.
4. PA System and electrical supply for events:
 - a. To discuss and agree in principle whether to purchase a system. The previous volunteer was no longer able to assist at events. It was agreed that Cllr Jowitt would investigate specification and costs which he anticipated would be in the region of £1,500. To be discussed at a future meeting.
 - b. If agreed at (a) then to approve a source of funding and maximum budget figure. DEFERRED pending future discussion.
 - c. To discuss the provision of 13amp sockets adjacent to the War Memorial. Cllr Jowitt to include feasibility and costs into his investigations.
5. Christmas Tree: To receive update from Working Group. Dates for implementation were agreed and a Christmas tree was selected from a supplier in Somerfield Keynes who would also take back the old tree and recycle. Costs would be approximately £450, to be paid by a private donor. Bourton Business Network may also be willing to donate funds and it was agreed to request a contribution towards the cost of the Christmas lights. The lights to be removed after 6th January and the tree to be taken down w/c 8th January.

It was agreed to take a meeting break at 19.53 hours. The meeting resumed at 19.58 hours. Cllr Hodgkinson left the meeting at this point.

6. Weed and tidy Jubilee Garden beds at a cost of £1,550 + VAT by idVerde:
 - a. To approve the reconsideration of this item, as discussed at the VEC meeting. In accordance with Standing Orders this was requested by Cllrs Hicks, Samuel and Launchbury due to a number of complaints received from members of the public about the poor state of maintenance in the area. The Clerk confirmed that the maintenance specification required quotes for planting to be submitted and approved as an addition to the main contract. A previous quote in 2020 had not been accepted and there had been no budgetary provision in subsequent years. This quote was discussed at committee and decided to be too expensive and there was no budget available. It had initially been agreed by the Committee to ask for volunteers to complete the work but, following further discussion at this meeting, this was not thought to be practical for the amount of work involved and the need for the work to be completed quickly. It was proposed that the funds for this work were taken from Contingency and this was APPROVED.
 - b. To reconsider quote and recent feedback received and agree further actions. Cllr Roberts proposed an amendment to the proposal to accept the idVerde quote; to source two to three new quotes with timescales for completion of the work. Cllr Roberts proposed to approve a maximum of £1,650 to complete the work, funds to be taken from contingency. Both proposals were APPROVED. The Clerking team were asked to give this sourcing of quotes a priority to ensure the work could be completed in a timely manner due to complaints received. Cllrs Hicks, Roberts and Hadley to liaise with contractors on details of the quotes received.

23/142 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised following the meeting on 29th August. Cllr Hicks acted as temporary Chairman when Cllr Wareing recently stepped down. A Chairman to be elected at the next meeting.
2. Rye Crescent play area refurbishment (Papers 2a & b):
 - a. To review and approve proposals from the working group. These were noted.
 - b. To note flyer to advertise public consultation from 2-4pm on Sunday 24th September at Rye Crescent. Noted. In addition there would be a public consultation at the school.
3. Annual Play Area Inspections: To note and approve that these were booked by the Clerk/RFO under delegated authority with Wicksteed at £282.15 + VAT. Noted and APPROVED. The award of the Quarterly Inspections contract to be added to the next YWB agenda.

4. Play Areas Code of Conduct (Papers 2c & d): To review draft document by Cllr Samuel and advice received from GPFA. Agree further actions. Advice received by the Clerk from the Gloucestershire Playing Fields Association was in Dropbox and Cllr Samuel had sought advice from several other sources. Following discussion, it was agreed that the Parish Council's insurers should be asked to review and advise on the suitability of the document, for review at the next Council meeting. Cllr Samuel was thanked for his work on the document.
5. Youth Networking Team: To review and approve a proposal by Cllr Launchbury to create a new team working with external organisations. This was to ensure collaboration between organisations and best use of resources. APPROVED.
6. Baden Powell Hall Committee: To approve a request from the BPH Committee for Cllr Launchbury to represent the Parish Council. This request was received as the Youth Club were now using the hall. APPROVED.

23/143 GMCC Committee

Defibrillator supplies (Paper 3): To review costs and approve purchase of 2 x G5 pads and 1 x G5 battery. This was to replace expired items. Council APPROVED a spend of up to £500. Assistant Clerk to order supplies which were available at the best price and availability.

23/144 Highways Committee

1. To discuss/vote on any issues raised following the meeting on 24th July. The meeting on 11th September was postponed due to short staffing and rescheduled for 6.30pm on Thursday 21st.
2. New ANPR camera (Paper 4): To consider and approve quote of £8,500 plus VAT for a new ANPR camera on Station Road. (£3,692 from Highways Speed Reduction budget and £4,808 from Highways' Earmarked Reserve). Cllrs Coventry and Hicks requested a named vote and voted against the proposal. APPROVED by a majority vote.

23/145 Finance:

1. To consider and approve the schedule of payments up to 6th September 2023 (Paper 5a). APPROVED. See Appendix 1.
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified. There were no cheques. Cllrs Roberts and Davis to authorise the BACS payments.
3. To note the bank reconciliation dated 31st August (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 6th September (Paper 5d) and Reserves Report (Paper 5e). All noted. The Clerk raised that adjustments were required on Scribe to bring in the £10,000 from General Reserves for Locum Cover as previously agreed. Actual Locum Clerk costs and additional hours for the Assistant Clerk totalled £7,250 so it was APPROVED that the lower amount should be transferred across.
4. CCLA: Update on signatories and account arrangements. Account changes previously advised by CCLA were postponed until after 13th October. CCLA confirmed that Cllr Hadley had been removed as signatory and Cllr Hicks added. Cllrs Davis and Roberts remained as signatories. A review of the Redwood Bank one year account to be added to the next Finance and Governance Committee agenda.
5. Budget planning for 2024/25: To agree initial arrangements. The Finance and General Purposes Committee agreed in January that drafts budgets should be worked on by individual committees and then considered by Finance and Governance Committee prior to being discussed by full Council. This was to reflect the Financial Regulations. Finance and Governance Committee did not meet in July due to the Clerk's absence. Individual committee agendas to include budget discussions for submission to Finance and Governance Committee at their 19th October meeting.

23/146 Governance

1. AGAR and end of year accounts for 2022-23 (Paper 6)
 - (a) To note and accept the external auditor's report and closure letter. The External Auditor's report confirmed that the AGAR was in accordance with Proper Practices and no other matters had come to their attention and regulatory requirements had been met. This was noted and accepted.
 - (b) To note the Notice of Conclusion of Audit has been published by the Clerk/RFO. Noted.
2. Internal Auditor (Paper 7): To accept quote from GAPTC at £390 for internal audit services for 2023-24. APPROVED.
3. Insurance (Paper 8):
 - i) To note the current term with BHIB expires on 30th September and organisational name change to Clear Insurance Management. Noted.

- ii) To review the quote from BHIB for the next 12 months. It was noted that the budget amount was £8960.26 but the quote was £10,809.09 for the second year of the three-year long-term agreement. BHIB advised that there was no increase in premium rate but the increase was due to sums insured being increased in line with inflation to avoid potential under insurance.
The Data Security Breach Endorsement had specific requirements for computer passwords. To be discussed by the IT and Data Subcommittee.
The quote and budget overspend was APPROVED subject to the Clerk querying to property values and buildings contents sums insured with the insurer to ensure they were correct. Quotes for 2024-2025 to be brought to a meeting prior to September 2024 to allow additional time for consideration by Council.
- iii) To confirm the cover is considered fit for purpose and accept the quote or agree changes required. APPROVED.

23/147 Grants (Paper 9): To consider the following applications for small grants:

1. The ITSA Digital Trust: Digibus application for £960 toward the cost of funding digital training and skills to the community in Bourton. APPROVED.
2. Headspace: £1,000 to fund a Wellbeing Coordinator and associated activities. APPROVED.
3. The Rotary Club of the North Cotswolds – Year 6 Drama Workshop: £250. APPROVED.
4. 1st Bourton on the Water Scout Group: £950 to purchase educational and sporting equipment, training leaders in adventure activities and activity sessions. APPROVED.
5. Bourton Rovers Football Club: £1,000 to buy new equipment for youth teams; bibs, balls, cones, goals and corner flags. The Clerk to request receipts for items purchased as per policy, following grant. APPROVED.
6. North Cotswold Dementia Action Group: £500 to pay for sundries; tea, biscuits, printing. APPROVED.

The meeting was paused at 21.08 hours and recommenced at 21.11 hours.

23/148 Village Green Hire: To approve any requests received. None received.

23/149 Civility & Respect Training with Breakthrough Communications via GAPTC (Paper 10): To agree that any councillors who have not yet undertaken the on-line training are to be enrolled at a cost of £14 per person. The Clerk, Cllrs Hicks and Jowitt had undertaken this training. Cllr Davis is booked onto the course. Council APPROVED for all remaining councillors to be booked onto training.

23/150 Website (Paper 11): To note and approve charges to be implemented by Hugo Fox from 4th October at £9.99 per month. The provider had introduced a monthly charge after previously providing the website free of charge.

Imaginative Solutions were investigating website registrars, including Parish Online, who could potentially also become the website provider. The set-up of monthly Direct Debit to Hugo Fox was APPROVED and the review of website registrars and website provider to be discussed by the IT and Data Subcommittee.

23/151 Events

1. Remembrance Day Parade:
 - a. To agree that the Parish Council will provide public liability insurance cover and be responsible for a Remembrance Day Parade on Sunday 12th November 2023, assisted by the Bourton branch of the Royal British Legion who will coordinate all parade activities. APPROVED.
 - b. To nominate representatives to lay two Council wreaths at the war memorial on Sunday 12th November. To approve for two wreaths to be purchased from the Chairman's Allowance for an agreed donation of £125.00. APPROVED. Cllr Roberts (reserve Cllr Samuel) to lay the Council wreath and a representative of the Youth Club (reserve Cllr Launchbury) to lay the Youth Club wreath.
 - c. To request that the Clerk apply to CDC for a road closure order for High Street and Sherborne Street in accordance with CDC instructions and Signing Schedule (Paper 12). APPROVED.
2. D-Day 80 – 6th June 2024 (Paper 13): To review communication and determine any event plans. To be added to next VEC agenda.

23/152 Reports from representatives on Outside Bodies:

Cllr Davis had worked with the Parish Warden on the Caring for the Cotswolds bid to Cotswold AONB. She had participated in development of the circular walks around the village. Gloucestershire Market Towns Forum would be visiting Alcester, Cllr Davis to circulate details if any councillor wished to attend.

Cllr Wragge reported that as from April 2024 Moore Friends would have £58,000 left which they would disseminate amongst those they had previously donated funds to, prior to closing the organisation. Cllr Macklin spoke on behalf of Bourton Business Network to voice the group's frustrations on the length of time it was taking to find a solution to the coach parking.

Cllr Roberts met with the GRCC Flood Warden to identify issues during a village walkabout.

23/153 To consider a request from Cllr Tapper to sit on the Highways and Planning Committees. Cllr Wareing had stepped down from all committees for health reasons, leaving vacancies on the Planning, Youth and Wellbeing, Village Environment, IT and Staffing Committees. Cllr Hicks requested to swap from Highways to Village Environment and this was APPROVED. Council APPROVED for Cllr Tapper to join the Highways and Planning Committees.

To fill the other vacancies Cllr Roberts was co-opted to the IT and Data Subcommittee and Cllr Samuel to the Staffing Committee. There were no applicants for Youth and Wellbeing so a vacant seat would remain.

23/154 GAPTC Executive Committee (Paper 14): To approve a councillor nomination to represent on the Committee. Cllr Davis volunteered to represent, and this was APPROVED.

23/155 Correspondence:

1. CDC response on coach parking (Paper 15a). The response was that the Parish council's comments and concerns had been shared with the wider team and that CDC were working to find the best possible solution, given the circumstances. They would report back as soon as possible on next steps. It was noted that a meeting was planned between the Parish Council and CDC for 10th October by Microsoft Teams. Cllr Wareing as District Councillor to request that this should be held in-person and to pass on that the Parish Council is disappointed at the length of time matters are taking to be resolved.
2. CDC response on Information Centre (Paper 15b). The letter sought to clarify that CDC were not closing any information centres but had ended any grant funding and noted a decrease in footfall at the centres and an increased use of the internet to source information. Cllr Hadley confirmed that CDC own the building, on which rent is paid by the Information Centre. Cllr Hadley as Director of the Information Centre would continue to investigate options to enable the Centre to remain open. Cllr Davis highlighted that some funding was available next year from Cotswolds AONB which may be suitable for improving access.
3. Late correspondence: Letter from Thames Water announced significant works in Bourton over the next 16 months. They requested to present their plans to the Council in January 2024 and the Clerk to invite them to the meeting.
4. Late correspondence: Letter from resident on coach parking in Dropbox. The Clerk to respond to confirm that the letter was read out at the meeting and was noted.

23/156 Items to Note:

- Cllr Hadley proposed to postpone the Environmental Action Working Group scheduled for the following day due to lack of availability of group members and this was APPROVED. The Clerk to email members of the committee, Cllr Wareing to send an updated membership list.
- Cllr Macklin requested that the final page of the Tourist Levy Consultation was sent as this had been omitted from CDC's email. The Clerk to request and circulate.
- The Clerk was requested to add the creation of a paper on 'how to regenerate the area by The Willow pub' to the VEC agenda.
- Cllr Roberts confirmed that he spoke to the Manager of Manor Field car park about a complaint from a resident of opening too many days this year which contravened planning regulations. This was being checked by the Manager prior to opening on any additional days this year.

23/157 Next Meeting: 7pm on Wednesday 4th October 2023 in the Windrush Room, The George Moore Community Centre.

Public Session: None present.

23/158 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 staffing and legal matters. As such, the press and public are excluded from this part of the meeting. APPROVED.

23/159 Letter re The Naight (Confidential Paper 16): To review and approve draft response as recommended by the Youth and Wellbeing Committee. The letter was APPROVED for the Clerk to send.

23/160

1. Update on the Clerk's return to work following sickness absence: The Clerk had returned on 17th August on a phased return.
2. To ratify continuation of Locum Clerk services and estimated costs from 16th August, as approved by the Clerk/RFO under delegated authority with agreement of the Chairman and Vice Chairman: The Locum Clerk continued to provide reduced hours of cover during the Clerk's phased return until 1st September. Costs for 16th August to 1st September were approved under Clerk's delegated authority to ensure continuation of service delivery. APPROVED.
3. To approve overtime payments to the Assistant Clerk: Payment of an additional 10 hours was APPROVED for time worked during the Clerk's absence.
4. Committee Clerk: To agree next steps for recruitment. Cllr Davis abstained from the discussion. The Locum Committee Clerk had been unable to continue in the role due to time constraints. Previous Clerk, Vanessa Oliveri, had been approached to provide Locum Cover at a maximum of 12 hours per week for 6 weeks at from 8th September. APPROVED.

There being no further business the meeting closed at 21.51 hours.

Appendix 1

Approved Payments List

Voucher	Code	Date	Payment Type	Description	Supplier	Net £	VAT £	Total £
199	Phone	14/08/2023	DD	Phone charges	Talk Talk	35.92	7.18	43.10
234	Cemetery - maint.	03/08/2023	PAID BETWEEN MTGS	Cemetery maintenance	David Perry	104.00		104.00
235	Cleaning	06/09/2023	BACS	Cleaning supplies	Viking Direct	114.00	22.80	136.80
236	Maintenance	07/09/2023	Multipay Card	Sign No Smoking or Vaping	Amazon	6.66	1.34	8.00
237	Photocopier	06/09/2023	DD	Photocopier charges	Sharp	25.00	5.00	30.00
238	Springvale - water	16/08/2023	DD	Water - Springvale allotments	Castle Water	7.12	1.43	8.55
239	Refuse Collections	21/08/2023	DD	Waste management	Grundon Waste Management	169.51	33.90	203.41
240	Utilities - Gas	14/08/2023	DD	Gas supply First Floor Flats	Crown Gas & Power	1.84	0.09	1.93
241	Piece Hedge - maint.	04/08/2023	Multipay Card	Turf	Hickman Bros	24.80	4.96	29.76
242	CEO additional hours	06/09/2023	BACS	Parking enforcement	Gloucestershire CC	5,463.98		5,463.98
243	Play Areas - Melville	08/08/2023	Multipay Card	Locking Nuts	Toolstation	3.47	0.70	4.17
244	Maintenance	06/09/2023	BACS	replacement light	ER Electrical Services Ltd	124.04	24.81	148.85
245	Maintenance	06/09/2023	BACS	external light	ER Electrical Services Ltd	78.51	15.70	94.21
246	Play Areas - Melville	09/08/2023	Multipay Card	Bolts	Amazon	7.51	1.50	9.01
247	Miscellaneous	06/09/2023	BACS	Locum services	Elizabeth Quarterman			
248	Utilities - Water	07/08/2023	DD	GMCC Water	Castle Water	106.30		106.30
249	HMRC	10/08/2023	DD	E VAT	HMRC	1,514.88		1,514.88
250	Cemetery Lane - water	29/08/2023	DD	Water - Cemetery Lane Allotments	Castle Water	286.79	57.36	344.15
251	Maintenance	16/08/2023	Multipay card	Drill bits	Toolstation	2.83	0.57	3.40
252	Maintenance	06/09/2023	BACS	Gutter cleaning	All Seasons Gutter Cleaning	310.00		310.00
253	Audit Costs	06/09/2023	BACS	External Audit charges	PKF Littlejohn	840.00	168.00	1,008.00
254	Tax - NI	06/09/2023	BACS	September Tax/NI	HMRC	1,872.12		1,872.12
255	Pensions	06/09/2023	DD	Assistant Clerk September Pension	NEST			
256	Pensions	06/09/2023	DD	Clerk Pension September	NEST			
257	Wages	23/09/2023	BACS	Clerk Salary September	S Henley			
258	Wages	23/09/2023	BACS	Caretaker Salary September	E. Webb			
259	Wages	23/09/2023	BACS	Assistant Clerk September Salary	J. Herbert			
260	Function Rooms	06/09/2023	BACS	Refund of duplicate payment for invoice 826	Mindsong	120.00	24.00	144.00
261	Utilities - Water	05/09/2023	DD	GMCC Water	Castle Water	164.49		164.49
262	Email annual charges	21/08/2023	DD	Microsoft accounts	Microsoft Ireland Operations	63.70	12.74	76.44
263	Email annual charges	17/08/2023	Multipay Card	Microsoft business account for office staff	Microsoft Ireland Operations	30.90	6.18	37.08
265	Springvale - water	05/09/2023	DD	Water - Springvale allotments	Castle Water	10.85	2.17	13.02
266	Training	06/09/2023	BACS	Being an effective chairperson training for Cllr Samuel	GAPTC	35.00		35.00
267	Training	06/09/2023	BACS	Planning in plain English training for Cllr Samuel	GAPTC	35.00		35.00
268	Cemetery - maint.	06/09/2023	BACS	Memorial plaque	The Wright Signs	66.00		66.00
269	Training	06/09/2023	BACS	Being a better cllr - Cllr Samuel	GAPTC	75.00		75.00
270	Training	06/09/2023	BACS	New Cllr Toolkit - Cllr Launchbury	GAPTC	35.00		35.00
271	Bank Charges	17/08/2023	Multipay Card	Multipay Monthly Fee	Lloyds Bank plc	3.00		3.00
272	Utilities - Gas	14/08/2023	DD	Gas Supply The Cottage	Crown Gas & Power	10.62	0.53	11.15
273	Utilities - Gas	13/08/2023	DD	Gas Supply PC Accommodation	Crown Gas & Power	11.38	0.57	11.95
274	Cemetery Lane - maint.	26/07/2023	Multipay Card	Skip for allotments Cem Lane	Budget Waste Management	138.33	27.67	166.00
275	Youth Club Supervision	06/09/2023	BACS	Youth Club Supervision	Inspire to Aspire	749.25	149.85	899.10
276	Piece Hedge Allots Water	30/08/2023	DD	Piece Hedge Allotments Water	Castle Water	18.17	3.63	21.80
278	Contingency	06/09/2023	BACS	Locum Clerk charges	Linda Morrison Allsopp			
279	GMCC Maintenance	01/09/2023	Multipay Card	Keysafe	Toolstation	15.66	3.13	18.79
280	Electricity	13/09/2023	DD	Electricity charges GMCC	British Gas	779.29	155.86	935.15
281	Cem Maintenance	06/09/2023	BACS	Two engraved burial plaques	The Wright Signs	132.00		132.00
282	Consumables	04/09/2023	Multipay Card	Milk	Co-Op	1.40		1.40
283	Grounds Maintenance	06/09/2023	BACS	August maintenance	idVerde	1,857.08	371.42	2,228.50
284	Various codes	06/09/2023	BACS	Play area inspections and litter picking/maintenance	Dave Perry	245.38		245.38
Total						25,208.41	1,103.09	26,311.50