

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 Parish Councillors,

You are hereby summoned to attend a Meeting of the Parish Council to be held at **7.00pm on Wednesday 1st November 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

26th October 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.

23/184 Apologies for absence.

23/185 Declarations of Interest.

23/186 Approval of the draft minutes of the 4th October Parish Council Meeting.

23/187 Matters Arising:

 Consider matters arising for items not on the agenda.

23/188 Clerk's Report:

 To receive an update.

23/189 Planning Committee:

1. To note that the meeting on 25th October was cancelled.
2. To agree responses to the following planning applications:

	Ref	Address	Proposal	Deadline
a	22/04242/FUL	Tagmoor Hollow, Marshmouth Lane, Bourton-on-the-Water	Demolition of existing dwelling and residential outbuildings and erection of a replacement farmhouse New Details. The Parish Council previously had no objection, subject to comments from the Conservation Officer.	06/11/2023
b	23/02949/FUL	5 Moore Road, Bourton-on-the-Water GL54 2AZ	Erection of single storey rear extension	06/11/2023
c	23/03219/AGFO	Land At E416900 N219367 West of Marshmouth Lane, Bourton-on-the-Water	Agricultural or Forestry Notification for Prior notification for erection of a Dutch barn. NB Prior approval not required for AGFO, to note only.	01/11/2023

23/190 Village Environment Committee

1. To note that the meeting on 23rd October was cancelled and note new meeting date.
2. Update on Christmas Tree.

3. Scribe Allotments management software (Papers 1a & b): To consider a quote from 1st April 2024 for £420pa plus £249 one-off onboarding fee, Total £669 + VAT. To be funded by Contingency if purchased this financial year.
4. Tourist Levy Projects: To receive updates on costings on the items listed below for submission to CDC:
 - a. Install planters and seating around trees in the area in front of The Willow Pub to prevent car and motorcycle parking.
 - b. Resurfacing of the path at Periwinkle Bank.
 - c. Planting around the edge of Clapton Row (low hedge/box hedging).
5. Review of District Council provided Public Conveniences (Papers 2a & b):
 - a. To note proposals and receive an update Cllr Roberts following the CDC meeting on 31st October.
 - b. To agree any written comments for submission to CDC.
6. To review quote from idverde for the Village Green (Paper 2c): To select either (a) Reseeding at £3,666 + VAT or (b) Returfing at £4,355 + VAT. To be funded by existing Tourist Levy monies.

23/191 Youth & Wellbeing Committee

1. The next meeting will be on 6th November.
2. Play Areas Code of Conduct (Paper 3a): To approve updated draft document.
3. Tesco Stronger Starts grant (Paper 3b & c): To approve proposal by Cllr Hicks to apply for a grant to help provide some fully accessible play equipment for Rye Crescent play area.

23/192 GMCC Committee

1. To discuss/vote on any issues raised following the meeting on 19th October.
2. SEN Resilient Communities Fund grant application for back-up generator (Papers 4a-c): To consider acceptance of grant of £10,000 on a 50% match funding basis with £10,419.67 to be allocated from the 2024-25 budget. Total cost for supply and fit is £20,419.67 and one additional quote would be required.
3. To agree Parish Office closing arrangements for the Christmas period.
4. Emergency First Aid at Work Course: To approve for the Clerk to attend Cotswold First Aid's one day course on 14th Dec at £75 to provide first aid cover in accordance with the first aid risk assessment.

23/193 Highways Committee

1. To discuss/vote on any issues raised following the meeting on 26th October.

23/194 Finance & Governance Committee

1. To discuss/vote on any issues raised following the meeting on 19th October.
2. To approve the following investment proposals to maximise interest:
 - a. To open a further One-Year Business Savings bond with Redwood Bank with an investment of £85,000. The existing bond expires on 7th November.
 - b. To increase the balance in the CCLA Public Sector Deposit Fund to £85,000.
 - c. To open a Unity Trust Instant Access savings account.
 - d. To maintain a maximum balance in the Unity Trust current account of £40,000 and transfer the remaining balance to the Unity Trust savings account. Account balances checked and transfers to be made between accounts fortnightly by the RFO.
3. Draft budget for 2024-25
 - a. Update on progress.
 - b. To agree dates for the Clerk/RFO to hold informal budget workshops with YWB and VEC Committees.
 - c. To note an Extraordinary F&G meeting will be held at 19.30 hours on Monday 20th November to include Cllr Jowitt as Chairman of the IT and Data Sub Committee. Draft budget recommendations to be further considered by full Council in December.
4. To approve creation of a new Earmarked Reserve of £3,000 for purchase of loan IT equipment for Councillors (as required). To be funded from General Reserves, in lieu of creating an annual budget as per IT Sub Committee recommendations.
5. Annual Parish Council Action Plan: To discuss how to create a plan.

23/195 Finance:

1. To consider and approve the schedule of payments up to 1st November 2023 (Paper 5a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 31st October (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 1st November (Paper 5d) and Reserves Report (Paper 5e).

23/196 Grants Policy (Paper 6):

1. To determine a policy for 2024-25.
2. To agree amounts to be provided for grants for the 2024-25 draft budget.

23/197 Village Green Hire: To approve any requests received:

1. To consider a request for filming (Paper 7).

23/198 Coach Parking (Papers 8a-d):

1. To note updates from GCC Highways on proposals and email communications from residents.
2. To agree the Parish Council position on the options if there is no workable solution for coach parking provision.

23/199 Parish Council open evening with Residents to discuss traffic flow and parking: Following discussion at 23/067 June Council meeting, to agree arrangements.

23/200 Grass cutting at St Lawrence Churchyard:

1. To approve payment of 2023-24 grant of £1,200 to the Parochial Church Council (as agreed 22/134(2) and 22/195(4)).
2. To agree a budgetary amount for payment in 2024.

23/201 Local Government Boundary Commission draft recommendations for new political map for GCC (Paper 9): To review draft proposals following initial consultation discussed at 23/027 May Council meeting when the Council submitted a request for 'no change to the existing boundaries'. Agree any further comments.

23/202 Reports from representatives on Outside Bodies: To receive reports, for information only.

23/203 Correspondence:

1. Email from a resident on grounds maintenance at the Garden of Remembrance (Paper 10).

23/204 Items to Note: Matters for information only.

23/205 Next Meeting: 7pm on Wednesday 6th December 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.

23/206 Staffing Committee

1. To discuss/vote on any issues raised following the meeting on 16th October.
2. **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.
3. To approve recommendations from Committee following Staff Appraisals (Confidential Paper 11).