

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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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 6th April 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](#)

Sharon Henley

Mrs Sharon Henley
Clerk to the Council

31st March 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 Minutes:**
 - a. Parish Council Meeting on 2nd March 2022
 - b. Extraordinary Parish Council Meeting on 16th March 2022
 - c. Annual Parish Meeting on 30th March 2022 – to note only, for approval at APM in 2023.
4. **Matters arising:** Consider matters arising from the Parish Council meeting minutes not already on the agenda.
 - a. BTAG (Bourton Tourist Action Group) Terms of Reference.
5. **Clerk's Report:** To receive update.
6. **Planning Committee:**
 - a. To note that the Planning Meeting scheduled for 23rd March was cancelled as it was inquorate.
 - b. To consider the following planning and licensing applications and agree a response:

Application No.	Address	Proposal	Deadline
22/00820/CLOPUD	20 Croome Gardens Bourton-on-the-Water GL54 2GD	Application under section 192 to establish whether the conversion of loft requires planning permission.	08/04/2022

7. **Village Environment Committee:**
 - a. To note the minutes of the meeting held on 17th March.
 - b. Removal of the Len Hill Memorial, St Lawrence Churchyard: To note that the contractor has highlighted safety issues with the condition of the wall which requires additional work. The Clerk is seeking quotes.
 - c. Essential Law for Cemetery and Crematorium Managers: Consider request by the Assistant Clerk to purchase one copy at £39.00 (Paper 1).
8. **Highways Committee:**
 - a. The meeting scheduled for 14th March was cancelled as it was inquorate.
 - b. A meeting has been arranged with GCC Highways on 8th April to receive updates on parish matters.
 - c. Accessibility Audit (Papers 2a & b): To note that many recommended actions relate to Highways and agree that the Recommended Actions sheet be passed to GCC Highways. Priorities to be agreed by the committee in April.

- 9. Youth & Well-being Committee:**
 - a. To note the minutes of the meeting on 23rd March.
 - b. World Jungle event for children and families at The Naight on Wednesday 13th April from 1-3pm. Funded by CDC and GCC and use of The Naight was approved by the Clerk.
 - c. Play Gloucestershire
 - i. To approve the SLA for 2022-23 for Play Ranger sessions (Paper 3a)
 - ii. To confirm dates for delivery of the 6 holiday sessions. (Paper 3b)
- 10. GMCC Committee:** To note the following:
 - a. The next meeting will be held on 28th April.
 - b. External sign ordered from The Wright Signs as per the terms of The Old Chapel lease at a cost of £30, under Clerk's delegated authority.
- 11. Village Green Bookings:**
 - a. Request from the Bourton Panto Group to hold a fete/duck race on Saturday 13th August from 10am to 4pm plus set up/take down time. To include the use of gazebo and tables.
 - b. Request from North Cotswolds Rotary to hold a collection for the Ukraine on Easter Saturday 16th April.
- 12. Finance & General Purposes Committee:** The next meeting will be held on 28th April.
- 13. Finance:**
 - a. To note:
 - i. British Legion cheque no. 4647 for £25 was cancelled as the hall deposit had been made by the Platinum Jubilee Committee.
 - ii. James English Window Cleaning – a duplicate payment was set up in February so the contractor has reimbursed the £160 cost.
 - b. To approve:
 - i. Annual registration fee to the ICO of £35, payable by direct debit.
 - ii. Mileage claim for Cllr Davis at £23.85 (Paper 4)
 - iii. Costs of £200 for payroll services for the year 2022-23 by Imaginative Solutions.
 - iv. Costs of £1,008 for 11 Microsoft Business Basic Accounts and 3 Standard Accounts for 12 months.
 - v. GCC additional seasonal parking enforcement from April-June at £4,154.87, as per budget.
 - vi. Annual subscription to GAPTC at a cost of £965.34 (Paper 5)
 - c. Consider and approve the schedule of payments up to 6th April 2022 (Paper 6a).
 - d. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
 - e. Note the bank reconciliations dated 28th Feb & 31st Mar 22 (Papers 6b&c), the Summary Report (Paper 6d) and the Financial Forecast to 6th April 2022 (Paper 6e).
 - f. External Audit by PKF Littlejohn: To pre-approve costs of £600 + VAT and to note the deadline for receipt of the signed AGAR documents is 1st July.
- 14. Platinum Jubilee Event June 2022:** To receive an update from the working party (Paper 7).
- 15. Clerk's Delegated Authority:** To review current arrangements as approved at the March meeting and agree any amendments as required.
- 16. CDC's Community Governance Review (Paper 8):** To consider request to CDC for review to increase the number of parish councillors.
- 17. June Council Meeting:** To reschedule the June meeting from Wednesday 1st to Wednesday 8th June.
- 18. Scheme of Delegation:** To consider whether amendments are required to any of the committees, for input into an updated document for 2022-23 (Paper 9)
- 19. GAPTC AGM at 10.30am on Saturday 23rd July:** Call for resolutions (Paper 10).
- 20. Volunteer Litter Picking:** To review and approve the following documents for signature by volunteer group
 - a. Litter picking risk assessment (Paper 11a)
 - b. Volunteering Policy (Paper 11b)
- 21. Reports from representatives on Outside Bodies: Receive reports, for information only.**
- 22. Correspondence:** To receive correspondence since the last meeting and agree actions, as required.
 - a. GRCC Community Flood Resilience Project update (Paper 12a)

- b. Grant letter from U3A (Paper 12b).
- c. Update on large grant from Bourton Rovers Football Club (Paper 12c)

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

24. Next Meeting: The next full Council Meeting will be the Annual Meeting to be held at 7pm on Wednesday 4th May 2022 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.

25. 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.

26. To discuss proposals for additional clerking hours (Confidential paper 13)