

# Bourton-on-the-Water Parish Council

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To Parish Councillors,

You are hereby summoned to attend a meeting of the Parish Council to be held at **7.00pm on Wednesday 1<sup>st</sup> March 2023** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

Papers for the meeting can be accessed at the link to Dropbox: [Papers](#)

*Sharon Henley*

Mrs Sharon Henley

Clerk/RFO

23<sup>rd</sup> February 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 then be set aside for the public to raise questions for Council's subsequent consideration.

### 22/321 Apologies for absence.

### 22/322 Declarations of Interest.

### 22/323 Approval of Draft Minutes of the Parish Council Meeting on 1<sup>st</sup> February 2023.

**22/324 Matters arising:** Consider matters arising for items not on the agenda.

**22/325 Clerk's Report:** To receive update.

### 22/326 Planning Committee:

1. To discuss/vote on any issues raised following the meetings on 8<sup>th</sup> and 22<sup>nd</sup> February.
2. Thames Water consultation (Paper 1): To consider any responses to be submitted.

**22/327 Village Environment Committee:** To discuss/vote on any issues raised following the meeting on 22<sup>nd</sup> February.

### 22/328 Highways Committee:

- 1) To discuss/vote on any issues raised following the meeting on 20<sup>th</sup> February.
- 2) To consider committee recommendations to transfer the following sums to an earmarked reserve:
  - a) Balance of Speed Reduction budget (currently £4,808) pending the purchase of further ANPR equipment or an additional VAS.
  - b) Balance of Footpaths budget 11010 (currently £510) to enable works to be conducted in better weather.
  - c) Balance of Lamp Melville budget 21036 (currently £1,000) owing to ongoing discussions with Bromford Housing regarding siting and permissions for a solar streetlight.

**22/329 Youth & Well-being Committee:** There has been no meeting since 1<sup>st</sup> February.

### 22/330 GMCC Committee:

1. There has been no meeting since 1<sup>st</sup> February.
2. Plumbing Quotes (Paper 2): To consider quotes totalling £460 from AGW Heating & Plumbing for general maintenance and legionella risk assessment actions.

**22/331 Staffing Committee:** To note a meeting is scheduled for 5pm on Wednesday 29<sup>th</sup> March in the Windrush Room.

**22/332 Finance & General Purposes Committee:** There has been no meeting since 1<sup>st</sup> February.

### 22/333 Finance:

1. Consider and approve the schedule of payments up to 1<sup>st</sup> March 2023 (Paper 3a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 28<sup>th</sup> February (Paper 3b), the Summary Report (Paper 3c), Financial Forecast to 1<sup>st</sup> March (Paper 3d) and Reserves Report (Paper 3e).

4. VAT: To ratify the decision from 2014 for the Parish Council to become VAT registered, as per Certificate of Registration for VAT dated 17<sup>th</sup> September 2014.
5. Grant funding for Bourton Rovers football club (Paper 4): To consider further request from the club in respect of the large grant.

**22/334 Internal Auditor's Report for 2022-23 (Papers 5a, b & c)**

1. To receive and accept the report and recommendations.
2. To review Clerk's recommended actions and approve.

**22/335 Tourist Levy Funding:**

1. To confirm receipt of monies from CDC totalling £48,463.20.
2. To ratify the set-up of new earmarked reserve for total amount.
3. To confirm invoices already allocated to earmarked reserve and any further actions required.
4. To consider recommendation from the VEC Committee to submit a further funding bid (as per quote received) for £6,690. This is to cover damage to the stone edge by the riverbank at £1,290 and for repointing (and possible rebuilding in some parts) of the wall from Birdland to Clapton Ford (£5,400).

**22/336 Elections (Paper 6a & b):** To receive an update from the Clerk on arrangements and key dates.

**22/337 Coronation:**

- 1) To receive update from the Working Group.
- 2) To consider proposals to use approximately £500 from the Platinum Jubilee earmarked reserve to fund initial expenditure on Coronation events.
- 3) To consider a proposal from Cllr Hicks to provide Coronation medals, coins or mugs. Costs and funding source tbc.

**22/338 Annual Parish Meeting – 7pm on Wednesday 22<sup>nd</sup> March:** To agree arrangements for the meeting.

**22/339 IT Back-ups for shared drive and Microsoft 365:** To consider quote of approximately £180 from Imaginative Solutions to research and make recommendations for suitable office systems.

**22/340 Reports from representatives on Outside Bodies:** Receive reports, for information only.

**22/341 Correspondence:** To review correspondence received.

**22/342 Items to Note:** Matters for information only.

**22/343 Next Meeting:** The next Parish Council Meeting will be held at 7pm on Wednesday 5<sup>th</sup> April 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.**

**22/344 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 commercial tenancies and legal documents. As such, the press and public are excluded from this part of the meeting.

**22/345 Tenancies (Confidential Paper 7)**

1. To receive an update from the Clerk on rent payments.
2. To agree any recommendations for amendments to charges.

**22/346 To consider advice from GAPTC on signing of legal documents and agree any further actions required.**