

Bourton-on-the-Water Parish Council

**Minutes of an Extraordinary Meeting of the Parish Council held at 7.30pm on Wednesday 28th June 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 Wilkins & B Wragge

In Attendance: Joanna Herbert (Assistant Clerk) & Lizzie Quarterman (Locum Committee Clerk).

Members of Public: There were none.

The meeting opened at 7.46pm due to a previous meeting overrunning. Therefore, Council RESOLVED to hold the meeting in the Salmonsbury Room to prevent any further delay.

23/075 Apologies for absence: Cllrs L Launchbury, M Samuel & J Wareing. Cllr Macklin was absent.

23/076 Declarations of Interest: There were none.

23/077 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 employment matters and commercial contracts. As such, the press and public are excluded from this part of the meeting. APPROVED.

23/078 Locum Clerk arrangements (Confidential Paper 1): To review and approve recommendations. Recommendations for arrangements to cover the Clerk's temporary absence were discussed. It was proposed that Linda Morrison Allsopp would be employed as a Locum Clerk on a self-employed basis for up to 30 hours per week for an estimated 6 weeks with the Assistant Clerk offering her availability for some additional hours per week if required. APPROVED

It was further proposed that a maximum of £10,000 to be allocated from General Reserves to cover these staffing costs. APPROVED.

The Locum Committee Clerk left the meeting for item 23/079 to be discussed.

23/079 Locum Committee Clerk arrangements (Confidential Paper 2): To review and approve recommendations. It was recommended that Lizzie Quarterman would be employed to work on a self-employed basis for up to 12 hours per week to cover the Committee Clerk's role until the Clerk's return when a permanent appointment would be made to fill the vacancy. APPROVED.

The Locum Committee Clerk re-entered the meeting.

23/080 Office Opening Hours (Confidential Paper 3): To review and approve recommendations. In view of the Clerk's forthcoming absence and other work pressures on the office staff, it was proposed that the Parish Council office opening hours should be reduced from 30 hours to 12 hours per week as follows: Tuesday to Friday 10am-1pm or at other times by prior arrangement/appointment only to meet the demands of dealing with Council business and to be more in line with other parish & town council offices. APPROVED.

23/081 The Naught Play Area Works: The estimate provided for remedial works to address ongoing issues with noise at the MUGA was approx. £9,200 +VAT. This was considered beyond the scope of the current budget. Moreover, there was no guarantee that the work would solve the noise problem and a lot of the noise problem was caused by anti-social behavior rather than the equipment itself. It was therefore decided that Council would continue to monitor the situation and use the rubber inserts provided by the play equipment supplier to help minimise the MUGA noise.

23/082 Items to Note: Matters for information only. It was noted that one application for co-option to the Parish Council had been received. It was noted that the co-option would be confirmed at the next Council meeting and the Assistant Clerk was asked to invite the candidate to attend.

23/083 Next Meeting: 7pm on Wednesday 5th July 2023 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 20:15 hours.