

Bourton-on-the-Water Parish Council

Minutes of an Extraordinary Meeting of the Parish Council held at 7.00pm on Monday 29th January 2024 in the Windrush Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, B Hadley, L Launchbury, M Samuel, L Wilkins, B Wragge.

In Attendance: Sharon Henley, Clerk.

Members of Public: None present.

Public Session: None present.

23/465 Apologies for absence: Cllrs A Davis, J Jowitt, M Macklin, S Tapper and J Wareing. These were noted.

23/466 Declarations of Interest: There were none.

23/467 2024-25 Draft Budget (Paper 1a): To review recommendations from 25th January Finance and Governance Committee and agree final budget.

The draft budget spreadsheet was updated following the F&G meeting as follows:

1. The 3-year forecast for bank interest was reduced due to the anticipated fall in interest rates.
2. The Tourist Levy funding was adjusted pending advice from CDC. Final confirmation was received immediately prior to the meeting and was discussed.

A quote from Gloucestershire County Council for additional parking enforcement at £18,428.46 was received and agreed in principle and would receive 50% match funding from the Tourist Levy. The Highways budget for Additional CEO hours 21010 was increased from £5,000 to £9,000. The funds to be drawn from General Reserves were increased from £10,000 to £14,000 to minimise the increase in budget requirements from the precept.

Following discussion, Council APPROVED a budget of £193,274 (see Appendix 1).

23/468 2024-25 Precept (Paper 1b): To agree precept request to be submitted to CDC, in line with budget agreed at 23/467. It was noted that, based on the budget and a precept request of £193,274 the Band D equivalent sum will be £109.46 per household per annum, rising from £103.30 in 2023/24. There will be a rise of £6.16 per Band D household per annum or just under 12p per week. Parish Council services cost parishioners £2.10 per week for a Band D equivalent property. The total percentage increase in Precept is 5.96%. Council APPROVED a precept request of £193,274.

23/469 Items to note: There were none.

23/470 Next Meeting: The next full Parish Council meeting will be held at 7pm on Wednesday 7th February 2024 in the Windrush Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.26 hours.

Appendix 1

Budget 2024-25						
CODE	TITLE	Current Year	Approved	3 Year Forecast		
		23/24	24/25	25/26	26/27	27/28
ADMIN						
1010	Audit	1,695	1,780	1,869	1,962	2,060
1020	Bank Charges	315	331	347	365	383
1030	Business Rates	8,134	8,541	8,968	9,416	9,887
1040	Chairmans Allowance	315	331	347	365	383
1050	Misc (Cllr Mileage, publications)	263	250	263	276	289
1060	Insurance	8,960	10,638	10,643	11,175	11,734
1080	IT & Software inc. Scribe Account	1,500	1,500	1,575	1,654	1,736
21031	Cllr Email Charges (change to Micros	1,117	1,173	1,232	1,294	1,358
1090	Payroll Services	221	232	244	256	269
21044	Consumables	300	315	331	347	365
1110	Photocopier	599	696	731	767	806
1130	Stationery	788	450	473	496	521
1140	Membership Subs	1,700	1,850	1,943	2,040	2,142
1150	Telephone	750	788	827	868	912
1160	Training	850	893	937	984	1,033
1170	Utilities Cost (move to GMCC)	13,842	17,361	18,229	19,141	20,098
1180	Web hosting domain	105	560	588	617	648
21033	Elections (for EMR)	2,000	2,000	2,000	2,000	2,000
NEW	HR Services		500	525	551	579
	TOTAL	43,455	50,187	52,070	54,022	56,623
GMCC (GMCC Committee)						
5010	Alarms - fire	840	882	926	972	1,021
5110	H&S	0	600	200	210	221
5020	Alarms - intruder	315	385	404	424	446
5050	Cleaning	8,000	10,000	10,500	11,025	11,576
5130	Maintenance	6,000	10,300	10,815	11,356	11,924
5150	Refuse Collections	2,105	2,210	2,321	2,437	2,558
5180	Sanitaryware collections	630	380	399	419	440
5190	Toilet consumables	500	525	551	579	608
5200	Window cleaning	700	735	772	810	851
21045	Decorating GMCC	100	355	373	391	411
5060	Drains/Gutters	300	600	630	662	695
21034	Licence & Lease Renew	800	600	630	662	695
NEW	EPC Assessments		300	315	331	347
	TOTAL	20,290	27,872	28,836	30,277	31,791
EVENTS						
21046	Coronation	1,000	0	0	0	0
NEW	D-Day Commemoration	0	500	0	0	0
	TOTAL	1,000	500	0	0	0
PLAY AREAS/YOUTH (YWB Committee)						
8010	Inspections	2,344	1,650	1,733	1,819	1,910
8020	Misc	53	0	0	0	0
8030	Play area - Melville	1,576	1,000	1,050	1,103	1,158
8040	Play area - Naight	935	1,500	1,575	1,654	1,736
8050	Play area - Rye Cres	2,500	300	315	331	347
8103	Youth Club Hire fees	1,480	2,205	2,315	2,431	2,553
8070	Play Rangers	13,254	15,157	15,915	16,711	17,546
8101	Youth Club equipment	263	50	53	55	58
8105	Youth Club Supervision	6,491	9,000	9,450	9,923	10,419
NEW	Rye Crescent new play equipment	0	3,000	0	0	0
21035	A/Audit Priority Work	1,000	0	0	0	0
	TOTAL	29,896	33,862	32,405	34,025	35,727

Appendix 1

HEALTH & WELLBEING (YWB Committee)						
21002	Health & Wellbeing	520	250	263	602	632.1
	TOTAL	520	250	263	602	632.1
VILLAGE MAINTENANCE (VEC Committee)						
13010	General maintenance	3,150	3,308	3,000	3,150	3,150
13020	Grass Treatment	2,000	500	2,205	2,315	2,315
13030	Maintenance Contract	22,285	22,285	22,285	30,000	31,500
13050	Maint of planted areas	816	750	900	945	945
13081	Hanging Baskets	2,200	2,310	2,426	2,547	2,547
13082	Xmas Display	3,500	2,750	3,859	4,052	4,255
21047	Village Green repairs	3,740	3,927	4,123	4,329	4,546
3084	Village Green Railings	1,000	1,050	1,103	1,158	1,216
13090	Tree works	5,000	6,000	3,500	3,675	3,675
20148	Village Warden	500				
	TOTAL	44,191	42,880	43,401	52,171	54,148
BURIALS/ALLOTMENTS (VEC Committee)						
2010	Cemetery Lane maint	728	764	802	843	843
2020	Cemetery Lane allot & Cem water	600	1,712	662	695	695
2030	Competition	50	53	55	58	58
2040	Misc (delete code, prev used for IC)	208				
2050	Piece hedge maint	104	109	115	120	120
2060	Piece hedge water	104	380	115	120	120
2070	Springvale maint	5,104	109	115	120	120
2080	Springvale water	104	85	115	121	127
2090	Springvale rent	1	1	1	1	1
2540	Grave levelling	1,040	800	1,147	1,204	1,265
2550	Cemetery maint	2,000	1,750	2,205	2,315	2,431
2600	Jubilee Orchard maint	1,040	1,000	1,146	1,204	1,204
2630	StLawrence Churchyard	2,750	2,000	3,031	3,183	3,183
21030	Scribe Cemet. Package	562	450	620	651	684
	Scribe Allotments Package	-	336	353	370	389
21049	Memorial Safety Testing	2,000	2,000	2,000	2,000	2,000
	TOTAL	16,395	11,549	12,481	13,005	13,238
HIGHWAYS (Highways Committee)						
11010	Footpaths	500	500	551	579	608
11050	Winter Weather	500	500	551	579	608
21010	CEO additional hours	9,125	9,000	9,450	9,923	10,419
21037	Highways Safety (w as Speed Reduc	5,000	3,500	3,675	3,859	4,052
21011	Camera maintenance	3,000	4,000	4,200	4,410	4,631
21043	ANPR Enforcement (rename)	-	2,000	2,100	2,205	2,315
	TOTAL	18,125	19,500	20,527	19,349	20,317
GRANTS						
6010	Grants - Large	0	0	0	0	0
6020	Grants - Small & Regional	6,242	8,000	8,400	8,820	9,261
	TOTAL	6,242	8,000	8,400	8,820	9,261
STAFF						
10020	Pensions	5,657	7,316	7,682	8,066	8,469
10030	Tax - NI	10,009	10,930	11,476	12,050	12,653
10040	Wages	87,750	100,147	105,154	110,412	115,932
	TOTAL	103,416	118,392	124,312	130,528	137,054
TOURIST LEVY PROJECTS (funding from CDC) New Cost Centre						
	Planters & seating - The Willows		40,000	-	-	-
	Resurfacing Periwinkle Bank		10,560	-	-	-
	Planting Clapton Row		5,000	-	-	-
	CEO additional hours		9,214	9,675	10,158	10,666
	Village Warden's budget		500	525	551	579
	TOTAL		65,274	55,000	55,000	55,000

Appendix 1

Summary of Expenditure					
Expenditure	2023/24	2024/25	25/26	26/27	27/28
ADMIN	43,455	50,187	52,070	54,022	56,623
GMCC	20,290	27,872	28,836	30,277	31,791
PLAY AREAS/YOUTH	29,896	33,862	32,405	34,025	35,727
VILLAGE MAINTENANCE	44,191	42,880	43,401	52,171	54,148
BURIALS/ALLOTMENTS	16,395	11,549	12,481	13,005	13,238
GRANTS	6,242	8,000	8,400	8,820	9,261
EVENTS	1,000	500	0	0	0
STAFF	103,416	118,392	124,312	130,528	137,054
HIGHWAYS	18,125	19,500	20,527	19,349	20,317
HEALTH WELLBEING	520	250	263	602	632
CONTINGENCY	20,000	20,000	21,000	22,050	23,153
TOURIST LEVY PROJECTS		65,274	55,000	55,000	55,000
TOTAL	303,530	398,267	398,694	419,850	436,944
Summary of Income					
INCOME	2023/24	2024/25	2025/26	2026/27	2027/28
ADMIN	8,500	15,364	16,132	16,939	17,786
GMCC	79,260	83,223	87,384	91,753	96,341
PLAY AREAS	0	0	0	0	0
VILLAGE MAINTENANCE	400	300	400	400	400
BURIALS/ALLOTMENTS	7,927	10,352	10,559	10,770	10,986
GRANTS	3,608	10,000	2,500	2,500	2,500
BANK INTEREST	2,729	6,480	6,000	6,000	6,000
CDC TOURIST LEVY	8,865	65,274	55,000	55,000	55,000
TOTAL	111,289	190,993	177,975	183,362	189,012
Funds drawn from General Reserves	10,000	14,000	0	0	0
NEW TOTAL	121,289	204,993	177,975	183,362	189,012
PRECEPT (Expenditure minus Income)	182,241	193,274	220,719	236,488	247,931
£ Increase on previous year	10,208	11,033	27,445	15,769	11,444
% increase on previous year	6.09	6.05	14.20	7.14	4.84