

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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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 1st February 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

26th January 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.

Presentation from our member of the Youth Parliament.

22/293 Apologies for absence

22/294 Declarations of Interest

22/295 Approval of Draft Minutes

1. Parish Council Meeting held on 4th January 2023.
2. Extraordinary Parish Council Meeting held on 25th January 2023.

22/296 Councillor Co-Option: To consider applications from four candidates for two vacancies (information circulated to councillors). Applications will only be considered from candidates who applied by the 23rd January deadline, in accordance with our Co-Option Policy

1. Candidates to provide a brief verbal summary of their application.
2. Councillors to vote for candidates using a paper ballot.
3. Chairman to announce the successful candidates.
4. Newly co-opted councillors to sign the Declaration of Acceptance of Office form, to be countersigned by the Clerk/Proper Officer and new councillors to then join the meeting.

22/297 Matters arising: Consider matters arising for items not on the agenda.

22/298 Clerk's Report: To receive update.

22/299 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 11th January.
2. To co-opt an additional committee member following the resignation of Cllr Randall. As deferred from the January meeting.
3. To agree a response to the following:

Planning Ref	Address	Proposal	Deadline
22/01762/FUL	Rafters, Bourton Hill, Bourton-on-the-Water GL54 2LF	Change of use of agricultural land to residential land and erection of pool house	02/02/2023

22/300 Village Environment Committee:

1. To discuss/vote on any issues raised following the meeting on 11th January.
2. Work to Village Green: To approve work by Bibury Landscapes to be funded by the Tourist Levy this financial year (a) Re-turf the village green at a cost of £2,903 + VAT and (b) Laying of cobblestones at £1,573 + VAT.
3. Environmental Action Working Group: To note amended meeting date of 6.30pm on Thursday 2nd February in the Windrush Room.

22/301 Highways Committee:

1. To discuss/vote on any issues raised following the meeting on 9th January.

22/302 Youth & Well-being Committee:

1. To discuss/vote on any issues raised following the meeting on 16th January.
2. To approve Project Specification for Playrangers for 2023-24 at a cost of £13,254 (Paper 1).
3. Solar light for Youth Club shed: To note a unit was purchased at a cost of £14 under Clerk's delegated authority.

22/303 GMCC Committee:

1. To discuss/vote on any issues raised following the meeting on 26th January.
2. Photocopier: To approve revised Hire Agreement for Sharp photocopier and direct debit.

22/304 Staffing Committee:

1. To co-opt two additional committee members following the resignation of Cllrs Sumner & Randall.
Deferred from January meeting.

22/305 Finance & General Purposes Committee: To discuss/vote on any issues raised following the meeting on 26th January.

22/306 Finance:

1. Consider and approve the schedule of payments up to 1st February 2023 (Paper 2a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 30th January (Paper 2b), the Summary Report (Paper 2c), Financial Forecast to 1st February (Paper 2d), Reserves Report (Paper 2e) and Q3 VAT return (Paper 2f).
4. To note arrangements for internal audit.

22/307 Policies and Documents: To consider/approve draft documents or agree amendments.

1. Financial Regulations (Paper 3a)
2. Social Media Policy (Paper 3b)
3. Community Emergency Plan (Confidential Paper 3c). NB Current public version available at the link [Community Emergency Plan](#)

22/308 Village Green (Paper 4): To consider applications as per the schedule.

22/309 CDC's Tourism Levy:

1. To note discussions at meeting with CDC on 19th Jan and total sum requested for draw-down following meeting with CDC (Paper 5).
2. To note that a follow-up meeting will take place at 5.30pm on Thursday 30th March.

22/310 Update by Cllr Hadley on coach parking (Paper 6)

22/311 Coronation: To consider request by Cllrs Hicks and Wareing to set up a working party to organise village event(s) and allocate a budget of £1,000 towards the event.

22/312 Agenda & Minute Writing Course (SLCC): To approve costs of £70 + VAT for Committee Clerk.

22/313 Parish On-Line (Paper 7): To note free of charge subscription via BHIB and discuss possible uses for software as per example.

22/314 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/315 Correspondence: To review correspondence received.

22/316 Items to Note: Matters for information only.

22/317 Next Meeting: The next Parish Council Meeting will be held at 7pm on Wednesday 1st March 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.

22/318 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 employment matters and commercial tenancies. As such, the press and public are excluded from this part of the meeting.

22/319 To receive an update from the Clerk on rent payments (Confidential Paper 8).

22/320 To ratify payment for additional hours worked in January by Committee Clerk.