

**Bourton-on-the-Water Parish Council**  
Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Thursday 27<sup>th</sup> May 2021

**To all members of the Council**

You are hereby summoned to attend the Meeting of Bourton on the Water Parish Council to be held at the George Moore Community Centre 7.00pm on Wednesday 2<sup>nd</sup> June 2021 for the purpose of transacting the following business:

Members of the public may attend the meeting and are encouraged to do so via Zoom at present in order to comply with social distancing requirements. Please contact the Assistant Clerk by email at [admin@bourtononthewaterpc.org.uk](mailto:admin@bourtononthewaterpc.org.uk) to be sent a link in advance in order to join the meeting.

Yours sincerely,

*S. Cretney*

Mrs. S. Cretney

Locum Clerk

**AGENDA**

**All Council meetings are open to the public and press unless otherwise stated.**

**NOTE: All Zoom meetings of the Parish Council are recorded, if anyone wishes not to be recorded then it will be their decision to leave the meeting or to turn off their video.**

**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 interest declared (Councillors are reminded of the need to update their Register of Interests, as changes occur).
3. **Minutes of the Annual Parish Council Meeting held on 5<sup>th</sup> May 2021 and the Annual Parish Meeting held on 29<sup>th</sup> April 2021:** Consider and approve draft minutes (circulated).
4. **Matters arising:** Consider matters arising from the two Parish meeting minutes not already on the agenda, including the following:
  - Review frequency of committee meetings and amend annual schedule (to be approved each May in future years);
5. **Planning Committee:** Receive verbal report from the meetings held on 12<sup>th</sup> and 26<sup>th</sup> May 2021 (minutes circulated) and consider the following:
  - Note Cllr Roberts has been registered to attend 2 x CPRE Planning seminars on 25<sup>th</sup> May and 1<sup>st</sup> June at a maximum cost of £80 (£40 per seminar for non-members, £18 per seminar for members) – costs approved within training budget using delegated powers due to timescale for enrolment;
  - Consider proposal for Council to join CPRE at an annual cost of £36pa; if agreed, all training costs will be discounted to member rates, including courses already booked;
6. **Village Environment Committee:** Receive verbal report from the meeting held on 12<sup>th</sup> May and discuss/vote on any issues raised, including the following:
  - Note committee acceptance of quotes in the sum of £308 (Pebble Hill Nursery) to plant hanging baskets and £700 (P Scarrott) to water baskets once in place;
  - Note acceptance of quote of £485 (P Scarrott) to effect repairs to boundary wall at St Lawrence's Churchyard;
  - Consider quotation of £185 + VAT (The Wright Signs) to install additional bye-laws signage;

- Consider and vote on Committee proposal to amend the Village Green Hire policy in respect of the sale of alcohol (revised policy circulated – new point 11);
  - Note correspondence from visitor to Cemetery (circulated);
- 7. Highways Committee:** Receive verbal report from the meeting held on 17<sup>th</sup> May and discuss/vote on any issues raised, including the following:
- Consider and approve Committee’s recommendation to distribute an A-board letter (circulated) to on-street businesses in the village centre;
- 8. Youth & Well-being Committee:** Receive verbal report from the meeting held on 26<sup>th</sup> May and discuss/vote on any issues raised, including the following:
- Note Committee agreement to instruct Play Ranger sessions for 21-22 using funds within the existing budget – Play Glos Service level Agreement awaited prior to confirming total annual cost;
  - Consider and vote on Committee recommendation to accept the Kompan quotation (quotation summary circulated) in the sum of £74.4k to install additional play equipment at the Naight and Melville; consider and vote on transfer of shortfall of funds required (£7.4k) from deferred Committee project budgets/surplus General Reserves;
  - Consider and vote on Committee recommendation to instruct Wicksteed to provide the annual play area inspection at a total cost of £180 +VAT;
  - Consider and vote on Committee recommendation for Council to award a grant of £95 to the China Shop to facilitate the reinstatement of the nearby defibrillator;
- 9. Community Centre Committee:** Receive verbal report from the Committee Chairman and consider the following:
- Consider Heritage Roofing quotation (circulated) for the removal of the redundant chimney stack in the sum of £1,450 + VAT;
  - Consider tenant request (Kate’s Carers – request circulated) for the removal of wash handbasins, and agree any terms of removal, if approved;
- 10. Village Green Bookings:** Note there are no new applications to consider.
- 11. Finance:**
- Consider and approve the schedules of payments up to 1<sup>st</sup> June 2021 (circulated);
  - Authorise cheques to be signed at the meeting and BACS payments to be ratified;
  - Note the bank reconciliation dated 17<sup>th</sup> May, the Summary Report dated 27<sup>th</sup> May and the Financial Forecast dated 27<sup>th</sup> May (all circulated);
  - Approve and sign Schedule of Direct Debits and Standing Orders for 2021-22 (circulated) – to be approved at May meeting in future years;
  - Receive confirmation that the AGAR has been submitted to the external auditors;
  - Note completion of Internal 4<sup>th</sup> quarter check (report circulated – to be attached to Minutes);
  - Note timescale for review of Internal Governance documents for 2021-22 only – all documents will be reviewed and forwarded to FGP for consideration at its meeting in July and final drafts agreed in time for approval at the October Council meeting. In future years, FGP will consider in April for Council approval in June.
  - Note approval of cost of £25 for GAPTC Training course for Cllr Davis (Approved using Clerk’s delegated authority given timescale for booking to be confirmed);
  - Appointment of new Clerk – **to be discussed as a Confidential Item at the end of the Meeting:**
    - Receive report from Personnel Sub-Committee meeting held on 25<sup>th</sup> May (minutes circulated) and candidate interview on 26<sup>th</sup> May (in accordance with agreed process and timescale for appointment of new Clerk);
    - Receive recommendation regarding appointment of new Clerk and vote on proposal;
    - Delegate responsibility for finalising terms and conditions of employment;
    - If necessary, agree contingency action in the event that an appointment is not confirmed;
- 12. Reports from representatives on Outside Bodies:** Receive reports, for information only.

13. **Correspondence:** Receive a list of correspondence (circulated) received since the last meeting and agree actions, as required.
14. **Any Other Business:** Receive reports, for information only.
15. **Next Meeting:** Confirm that the next meeting of Bourton on the Water Parish Council will be held on Wednesday 7<sup>th</sup> July 2021 at 7.00pm at 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.**