

Bourton-on-the-Water Parish Council

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To all members of the Council

You are hereby summoned to attend a meeting of Bourton on the Water Parish Council to be held at **7.00pm on Wednesday 1st December 2021 in the Windrush Room** at The George Moore Community Centre for the purpose of transacting the following business.

Members of the public and press are welcome to attend but it would be helpful if you could inform the Clerk prior to attendance.

Papers for the meeting can be viewed in Dropbox – please click the link [Papers](#)



Mrs Sharon Henley
Clerk to the Council

25th November 2021

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.

1. **Apologies for absence:** Receive and accept apologies.
2. **Declarations of interest in items on the agenda:** Record any interests declared (Councillors are reminded of the need to update their Register of Interests, as changes occur).
3. **Approval of Draft Minutes of Parish Council Meeting held on 3rd November 2021:** Consider and approve.
4. **Matters arising:** Consider matters arising from the Parish Council meeting minutes not already on the agenda.
5. **Clerk's Report:** To receive update.
6. **Planning Committee:**
 - a. Committee Chairman to present a short summary from the meetings held on 10th and 24th November and discuss/vote on any issues raised.
7. **Village Environment Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 10th November and discuss/vote on any issues raised.
 - b. Actions following Cemetery Risk Assessment: To review recommendation from VEC Committee to accept quote from Bibury Landscapes at a total cost of £1,005 (Paper 1) to be funded from General Reserves.
 - c. Tree Survey and associated works:
 - i) To note Tree Survey (Paper 2a & b) for review by the VEC at the December meeting.
 - ii) To consider quote from Treotech for felling of T57 sorbus at a cost of £387.66 (Paper 3) as recommended in the Tree Survey for action within 3 months. To be funded from Tree Work Earmarked Reserves.
 - d. Allotments:
 - i) Rents for 2022: To consider recommendation to increase annual rent from £20 to £21 per half plot.
 - ii) Rules: To insert a statement confirming that when a plot becomes vacant it should be offered to the next resident on the waiting list.
 - e. To consider requests for memorial plaques to be sited on the circular seat around Tree 87 large beech tree on the Village Green.
 - f. Repainting of ironwork: To consider proposal from the Committee to seek external grant funding to repaint items around the parish to mark the Queen's Platinum Jubilee.
8. **Highways Committee:**
 - a. Committee Chairman to present a short summary from the meeting held on 15th November and discuss/vote on any issues raised.
 - b. To discuss Highways Committee recommendation to formally approach GCC Highways and the GCC Parking departments with the following two proposals:
 1. To investigate the feasibility of restricting entry except for access to Lansdowne, Moore Road and High Street at peak times, plus limiting visitor access to other estate roads in the village.

2. To investigate the feasibility of introducing a pay and display type charging scheme on current free spaces within the village centre (eg 45 mins free, then charge at higher rates - max 4 hours).

To approve the above or agree further actions.

9. Youth & Well-being Committee:

- a. Committee Chairman to present a short summary from the meeting held on 15th November and discuss/vote on any issues raised.
- b. New Play Equipment Projects at The Naight and Melville: Update on progress.
- c. Replacement Log Roll at Rye Crescent play area: To consider quote from Greenfields at a cost of £855.12 plus VAT (Paper 4) to be funded from General Reserves.
- d. GAPTC Courses (Paper 5): To approve booking of courses for Councillors and the Clerk at a cost of £300 from Thriving Communities grant funding.

10. Community Centre Committee:

- a. Committee Chairman to present a short summary from the Extraordinary meeting held on 23rd November and discuss/vote on any issues raised.
- b. Door at The Cottage: To consider recommendation from the Committee to remove the faulty electronic door closer at £280+VAT, fit a mortice hook deadbolt with keys at £305.66 and replacement door closer (if required) £322.85. Total £908.51 to be funded from GMCC earmarked reserve.
- c. To note that the Room deposits for Rooms 2 and 3 totalling £1,669 have been received from Kendall and Davies. Also to consider the Committee's request for this amount currently held in earmarked reserves for deposits in error to be transferred to the Community Centre earmarked reserve.

11. Village Green Bookings:

- a. Bourton 10k Road Race on 27th February 2022 (Paper 6). To note that feedback has been given to the event organisers by the Highways Committee. Council to consider approval for use of the Village Green.
- b. St Lawrence Church Carols around the Christmas Tree Service on Sunday 19th December at 6pm.

12. Finance & General Purposes Committee: No meetings.

13. Platinum Jubilee Event June 2022: To review the following requests from the Working Party and approve or agree any amendments:

- a. Outline event plan and provisional budget (Paper 7a)
- b. Invoices requiring payment (Paper 7b & c)

14. Finance:

- a. Consider and approve the schedule of payments up to 1st December 2021 (Paper 8).
- b. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- c. Note the bank reconciliation dated 1st November (Paper 9), the Summary Report dated 25th November (Paper 10) and the Financial Forecast dated 1st November (Paper 11).

15. Laptop: To note progress with request to Cllr Davis and agree any further actions required.

16. Bourton Circular Walks: To review proposed walking routes (Paper 12a) and waymarked disc visuals (12b) and approve or suggest amendments. For development into directions and maps with waymark signage by Cotswold National Landscape.

17. GCC Build Back Better Market Towns Fund, second round (Paper 13): To review opportunity for grant funding and agree any application to be submitted by the deadline of 17th December.

18. CDC's Review of Visitor Information Centre – Bourton (Paper 14a & b): To agree a response to CDC.

19. Gloucestershire Playing Fields Association: To approve membership renewal from November 2021 at a cost of £50.

20. SLCC Practitioners' Virtual Conference 15th-17th Feb 2022: To consider request for the Clerk to attend at a cost of £75 + VAT and identify a funding source prior to approval.

21. Reports from representatives on Outside Bodies: Receive reports, for information only.

22. Correspondence: To receive correspondence since the last meeting and agree actions, as required (Paper 15)

23. Any Other Business: To receive reports, for information only.

24. Next Meeting: To be held on Wednesday 5th January 2021 at 7.00pm 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.

End of Meeting.