

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 the Parish Council to be held at **7.00pm on Wednesday 2nd November 2022 in the Windrush Room** at The George Moore Community Centre for the purpose of transacting the following business.

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

Sharon Henley

Mrs Sharon Henley
Clerk to the Council

27th October 2022

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.

22/189 Apologies for Absence: To receive and approve.

22/190 Declarations of interest in items on the agenda

22/191 Minutes of the Parish Council Meeting held on 5th October 2022: To receive and approve.

22/192 Matters arising: Consider matters arising for items not on the agenda.

22/193 Clerk's Report: To receive update.

22/194 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 19th October.
2. Development of the old Co-Op/Countrywide site: To consider proposal by Cllr Davis to arrange an informal pre-planning application meeting with the purchasers of the site.

22/195 Village Environment Committee:

1. To note the October meeting was cancelled. Next meeting to be held on 16th November.
2. GCC Highways Grass Verge Cutting Agreement (Papers 1a & b): To review and approve wording for inclusion with Grounds Maintenance tender documents.
3. Village Maintenance Contract 2023-26: To note that this will be advertised following agreement of item (2) above.
4. Grass Cutting at St Lawrence Church (Paper 2): To review further correspondence on annual budgeted amount.

22/196 Highways Committee:

1. To discuss/vote on any issues raised following the meeting on 10th October.
2. To co-opt a temporary committee member to cover Cllr Macklin's absence.

22/197 Youth & Well-being Committee:

1. To discuss/vote on any issues raised following the meeting on 10th October.
2. Update on remedial works at The Naight MUGA.
3. Rye Crescent – remedial works to activity trail and Burmah (swinging) bridge (Papers 3a, b & c): To review Greenfields quote for £338 + VAT & Kompan's quote for £1582.10 + VAT and identify possible sources of funding.
4. Co-Option of new committee member: To co-opt Cllr Wareing to fill the vacant seat.

22/198 GMCC Committee:

1. Flagpole: (Paper 4): To review plans to erect a flagpole and flag outside the Centre at an approximate cost of £1,350. If agreed, costs to be added to 2023-24 budget for final project approval in the new financial year.
2. Flat 2 remedial works (Papers 5a, b & c): To review options and quotes for work to bathroom and agree further actions.
3. Damage to guttering: To note damage caused by third party and invoice for payment from Clanfield Guttering at £280 + VAT (Paper 6) for repayment by third party insurance.

22/199 Finance & General Purposes Committee: To note meeting at 7pm on 3rd November.

22/200 Co-Option Policy (Paper 7): To review draft document and agree amendments or approve.

22/201 Civility & Respect Pledge (Papers 8a, b, c & d):

1. To pass a resolution to sign up to the Civility & Respect Pledge.
2. To authorise the Clerk to create a Dignity at Work Policy from the template provided.
3. To authorise the Clerk to attend SLCC's on-line Civility & Respect training on 10th Nov at no cost to Council.
4. Clerk to research suitable training for Councillors and advise of dates, times and costs.

22/202 Finance:

1. To note the resignation of the Finance Officer and agree interim arrangements.
2. Consider and approve the schedule of payments up to 2nd November 2022 (Paper 9a).
3. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
4. Note the bank reconciliation dated 31st October (Paper 9b), the Summary Report (Paper 9c), Financial Forecast to 2nd November (Paper 9d) and Reserves Report (Paper 9e).
5. Appointment of Internal Auditor for 2022-23 (Paper 10): To consider quotes and appoint an auditor.
6. Asset Register (Paper 11): To approve updated document following rebuilding cost assessment of the GMCC.
7. Notification of price increases for Scribe.

22/203 Land Transfer: To consider CDC's further response on proposed transfer of areas at Rye Close and Rye Crescent (Paper 12).

22/204 Remembrance Day: To confirm final arrangements and Parish Council representatives.

22/205 Training: To approve Cllr Wareing's attendance at the GAPTC's Being a Better Councillor Parts 1 and 2 at a total cost of £50 + VAT. Dates tbc by GAPTC.

22/206 Coach Park provision: Update from Cllr Hadley following meetings with CDC and stakeholders.

22/207 Provision of Warm Spaces (Papers 13a, b & c): To receive an update from the Clerk and consider request from Bourton Library.

22/208 CDC's Rural Prosperity Fund (Papers 14a, b & c): To ratify project submission sent to CDC to meet 21st Oct deadline.

22/209 CDC's Tourism Levy (Paper 15): To review CDC paper on outcome of consultation, recommendations for projects and agree any further feedback following the meeting on 19th October.

22/210 Filming: To consider request from Purple Productions to authorise the Clerk to sign a location release form for filming of A Cotswold Farm Shop (Paper 16).

22/211 Banner (Papers 17a & b): To consider request from Cotswold Events to hang a banner advertising an event.

22/212 Recruitment of new councillors (Paper 18): To discuss actions required in advance of May 2023 Parish Council elections.

22/213 Annual Residents' Survey (Papers 19a & b): Resolution by Cllr Wareing to conduct a survey. Wording and arrangements to be agreed.

22/214 Cotswolds National Landscape Management Plan Consultation (Paper 20): To agree an outline response and delegate a councillor to submit to CNL by the deadline of 2nd December.

22/215 Reports from representatives on Outside Bodies: Receive reports, for information only.

22/216 Correspondence: To review correspondence received.

1. Email from local business owner pursuing public liability claim against the Parish Council (Papers 21a, b & c).

22/217 Items to Note: Matters for information only.

22/218 Next Meeting: Parish Council Meeting at 7pm on Wednesday 7th December 2022 in the Windrush Room, The George Moore Community Centre. Extraordinary Parish Council meeting to discuss 2023-24 Budget at 6pm on Thursday 3rd November.

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.

22/219 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 staff contracts, commercial tenancies and other matters. As such, the press and public are excluded from this part of the meeting.

22/220 To receive an update from the Clerk on rent payments (Confidential Paper 22).

22/221 To review options for staff recruitment including feasibility, impact on budget and agree further actions (Confidential Paper 23)