

# Bourton-on-the-Water Parish Council

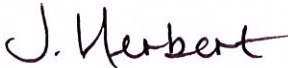
Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ

Thursday 29<sup>th</sup> April 2021

## To all members of the Council

You are hereby summoned to attend the Annual Meeting of Bourton on the Water Parish Council to be held via Zoom at 7.00pm on Wednesday 5<sup>th</sup> May 2021 for the purpose of transacting the following business:

Yours sincerely,



**Joanna Herbert**  
Assistant Clerk to the Council

## 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.

1. Election of Chairman: Receive nominations and vote (current Chairman will preside over voting). Elected Chairman to sign Declaration of Acceptance of Office (circulated).

**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.**

2. Apologies for absence: Receive and accept apologies.
3. 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).
4. Minutes of Parish Council Meeting held on 7<sup>th</sup> April 2021: Consider and approve draft minutes (circulated).
5. Election of Vice-Chairman: Receive nominations and vote.
6. Appointment of committee members/representatives on outside bodies: Consider and agree committee membership (proposed list circulated).
7. Reports from representatives on Outside Bodies: Receive reports, for information only.
8. Planning Committee: Receive report from the meeting held on 28<sup>th</sup> April 2021 (minutes circulated), for information.
9. Village Environment Committee: Receive verbal report from the Committee Chairman and discuss/vote on any issues raised, including the following:
  - Consider and approve quote of £340.00 received from Bibury Landscapes to plant the three village centre planters (circulated).
10. Highways Committee: Receive verbal report from Committee Chairman.
11. Youth & Well-being Committee: Receive verbal report from Committee Chairman and discuss/vote on any issues raised, including the following:
  - Receive update re play equipment project;
  - Note acceptance of quote for £122 +VAT from Greenfields for replacement steps on multi tower unit at Rye Crescent play area;
  - Note acceptance of quote for £64.50 from Wicksteed for replacement shackles and pins for Melville play area;
  - Receive request from Cllr Hicks to hold a car boot sale on Sunday 23<sup>rd</sup> May on the playing field at The Naight;

- Agree proposed change of date for next Youth & Well-being Committee as Wednesday 26<sup>th</sup> May at 7pm due to absence of Committee Chairman on scheduled date.
12. Community Centre Committee: Receive report from meeting held on 26<sup>th</sup> April (minutes circulated) and discuss any issues raised, including the following:
    - Approve recommendation for an annual rent increase of £100 and an 18-month rent review to be applied to the new 3-year commercial lease for Flat 1 and agree action;
    - Approve recommendation for the tenant of The Cottage to be moved from a Tenancy at Will to a 3-year lease which would be outside the Landlord and Tenant Act 1954 and include an 18-month break clause and agree action;
    - Note publication of website accessibility statement on Council's website;
    - Approve a budget for the removal of the redundant metal chimney;
    - Consider request from Cllr Sumner to make Finance & General Purposes Committee the parent committee of the IT Sub-Committee.
  13. Village Green Bookings: Note there are no new applications to consider.
  14. Annual Governance Statement 2020/21:
    - Note completion of the Internal Audit Report (p.3 of the Annual Return 2020/21 - circulated) by Julie Shirley – report satisfactory with no negative responses;
    - Consider the Annual Governance Statement (Section 1 of the Annual Return 2020/21 - circulated) and APPROVE BY RESOLUTION to approve the same and publish the explanation for a 'No' response for statement 4; authorise signature of the Statement at the meeting by the Chairman and Assistant Clerk.
  15. Accounting Statements 2020/21:
    - Consider and APPROVE BY RESOLUTION the Accounting Statements (Section 2 of the Annual Return for 2020/21 - circulated); authorise signature at the meeting by the Chairman;
    - Approve submission of the Annual Return to the External Auditors, PKF Littlejohn, before 30<sup>th</sup> June;
    - Approve publication of the unaudited accounts and authorise display of the Notice confirming the period for the exercise of public rights will take place between Monday 7<sup>th</sup> June and Friday 16<sup>th</sup> July;
  16. Finance: Receive report from the Committee Chairman and discuss/vote on any issues arising, including the following:
    - Receive and approve the schedule of payments (circulated), and authorise cheques to be signed and BACS payments to be ratified;
    - Note the bank reconciliation to 31<sup>st</sup> March, the April Summary Report and the Financial Forecast (all circulated);
    - Receive and approve the year end accounts for 2020/21 (Balance Sheet and Income & Expenditure Account circulated);
    - Note minutes from Finance & General Purposes Committee meeting held on 26<sup>th</sup> April (circulated) and receive report in respect of the recruitment of a locum Clerk, the approval of a Service Level Agreement with Inspire to Aspire for youth club services, the introduction of Council's new email and office system and the agreed action relating to Community Infrastructure Levy funds.
  17. Storage of meeting notes and recordings: Consider and agree recommendations from GAPTC re arrangements for storage of informal meeting notes and recordings (circulated).
  18. Correspondence: Receive a list of correspondence (circulated) received since the last meeting and agree actions, as required.
  19. Any Other Business: Receive reports, for information only.
  20. Next Meeting: Confirm that the next meeting of Bourton on the Water Parish Council will be held on **Wednesday 2<sup>nd</sup> June 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.**