

# Bourton-on-the-Water Parish Council

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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 5<sup>th</sup> April 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

30<sup>th</sup> March 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.

### 22/347 Apologies for absence.

### 22/348 Declarations of Interest.

### 22/349 Approval of Draft Minutes of the Parish Council Meeting on 1<sup>st</sup> March 2023.

**22/350 Matters arising:** Consider matters arising for items not on the agenda.

**22/351 Clerk's Report:** To receive update.

### 22/352 Planning Committee:

1. To discuss/vote on any issues raised following the meetings on 15<sup>th</sup> and 29<sup>th</sup> March.
2. Manor Field: Report following meeting held with landowner's representatives.

### 22/353 Village Environment Committee:

1. Hanging Baskets (Paper 1): To consider quote from Plantscape at a cost of £2,297 + VAT to include supply, delivery installation, watering, removal and collection. If approved, to confirm funding sources.
2. Kate's Home Nursing Event 3<sup>rd</sup> May (Paper 2): To approve Assistant Clerk's participation to inform members of the public about the services offered by the Parish Council in respect of burials.

### 22/354 Highways Committee:

1. The next meeting is on 12<sup>th</sup> April.
2. ANPR: To approve data sim charges & ICO fees for 1<sup>st</sup> Jan-31<sup>st</sup> Dec 2023 at a total of £1,927 + VAT (as per payments list).
3. GCC Highways: Cllr Roberts to report following meeting on 31<sup>st</sup> March.

### 22/355 Youth & Well-being Committee:

1. To discuss/vote on any issues raising following the meeting on 6<sup>th</sup> March 2023.
2. Play Rangers: To note and ratify an additional session which was held on 5<sup>th</sup> April following grant funding obtained by Play Gloucestershire.
3. Youth Club: Update on Cricket Club SLA.
4. MUGA: Cllr Hicks to report on site meeting with resident and contractor.

### 22/356 GMCC Committee:

1. Flat 2 (Papers 3a & b): To discuss/approve proposals by the tenant to carry out works to the shower room and bedroom. Tenant to supply labour and materials.
2. To note and ratify work approved by Clerk's delegated authority:
  - a. To clear drains by disabled toilet by DynoRod at £194.17 + VAT.
  - b. Flat 2 oven repair: Callout charge £65 inc VAT plus parts, cost tbc.

**22/357 Staffing Committee:**

1. Committee Clerk's Computer (Paper 4a): To approve the purchase of a laptop at a maximum cost of £800. Full quote to be provided by Imaginative Solutions. To replace the existing desktop equipment which is faulty.
2. Absence Policy (Paper 4b): To consider updated policy.

**22/358 GAPTC Subscription (Paper 5):** To approve payment of annual membership fees from 1<sup>st</sup> April 2023 at a cost of £1,003.10.

**22/359 Finance & General Purposes Committee:** The next meeting is on 27<sup>th</sup> April.

**22/360 Finance:**

1. Consider and approve the schedule of payments up to 5<sup>th</sup> April 2023 (Paper 6a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 31<sup>st</sup> March (Paper 6b), the Summary Report (Paper 6c), Financial Forecast to 5<sup>th</sup> April (Paper 6d), Reserves Report (Paper 6e), Quarter 4 VAT Return (Paper 6f).
4. Budget-Precept-Investment Statement 2023/24 (Paper 6g): To review and approve.
5. Payroll & Pension Administration: To authorise the continuation of services by Imaginative Solutions for 2023-24 at a cost of £210 per annum.
6. External Audit: To note external auditor and timescales for 2022-23 audit.

**22/361 Tourist Levy Funding:** To receive an update following the meeting with CDC on 30<sup>th</sup> March.

**22/362 Elections – Statement of Persons Nominated (Paper 7 – for issue on 5<sup>th</sup> April):** To note CDC document.

**22/363 Village Green:** To consider a request for the Baden Powell Hall Committee to hold a duck race with fundraising, a cake stall and tombola, including 2-3 gazebos on Saturday 5<sup>th</sup> or Sunday 6<sup>th</sup> August.

**22/264 Coronation Event – The Big Lunch**

1. To approve purchase of Coronation mugs as an alternative to the coasters at a cost of £329 + VAT (Papers 8a&b).
2. To approve event budget for the Working Group (Paper 8c).

**22/365 Committee Meetings:** To agree frequency and outline arrangements for meetings to be scheduled from May 2023-April 2024. Full schedule for approval in May.

**22/366 Update on coach park following meeting with CDC:** Cllr Hadley to update.

**22/367 Consultation on division boundaries for Gloucestershire (Paper 9):** To consider and agree structure and method for response by 5<sup>th</sup> June.

**22/368 Legionella Management Policy (Paper 10):** To consider new policy produced as an action from the legionella risk assessment.

**22/369 CDC's Funding Opportunities for Strategic Infrastructure Developments (Paper 11):** To discuss options for a funding application by 31<sup>st</sup> May, to be progressed by the Environmental Action Working Group.

**22/370 Reports from representatives on Outside Bodies:** Receive reports, for information only.

**22/371 Correspondence:** To review correspondence received.

**22/372 Items to Note:** Matters for information only.

**22/373 Next Meeting:** The Annual Parish Council Meeting will be held at 7pm on Monday 15<sup>th</sup> May 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.**

**22/374 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 contracts and legal documents. As such, the press and public are excluded from this part of the meeting.

**22/375 Update from the Clerk on signing of legal documents and agree any further actions required.**

**22/376 Committee Clerk (Confidential Paper 12):** To consider recommendations from Staffing Committee.