

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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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 Monday 8th January 2024** in the Windrush Room at The George Moore Community Centre for the purposes of transacting the following business.

The meeting will be open to the public unless the Council otherwise directs.

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

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

2nd January 2024

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 be set aside for the public to raise questions for Council's subsequent consideration.

23/441 Apologies for absence: To approve apologies from Cllrs Jowitt and Macklin.

23/442 Declarations of Interest.

23/443 Approval of the draft minutes

1. 6th December Parish Council Meeting.
2. 18th December Extraordinary Parish Council Meeting.

23/444 Matters Arising: Consider matters arising for items not on the agenda.

23/445 Clerk's Report: To receive an update.

23/446 Planning Committee:

1. To discuss/vote on any issues raised at the meetings held on 13th December.

23/447 Village Environment Committee

1. No meeting was held in December.

23/448 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised at the meeting held on 11th December.

23/449 GMCC Committee

1. No meeting was held in December.
2. Supporting paper for proposed back-up generator project by Cllr Hadley (Paper 1): To review reasons to implement the project using the SEN Resilient Communities Fund and matching funding and agree further actions.

23/450 Highways Committee

1. No meeting was held in December.
2. Surfacing works to Periwinkle Bank Footpath: To note additional costs from GCC of £445 for footpath closure application and notice and agree budgetary provision.

23/451 Governance & Policy documents: To approve the following updated documents:

1. Expenses Policy (Paper 2a).
2. Procurement Schedule (Paper 2b).
3. Code of Conduct (Paper 2c).
4. Standing Orders (Paper 2d).

23/452 Tourist Levy:

1. To note CDC response to request for funding for parking enforcement additional hours and agree any budget adjustments required.
2. To review current information on project funding and agree any amendments required to spreadsheet (Paper 3).

23/453 Finance

1. To consider and approve the schedule of payments up to 8th January 2024 (Paper 4a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. To note the bank reconciliation dated 31st December (Paper 4b), the Summary Report (Paper 4c), Financial Forecast to 8th January (Paper 4d), Reserves Report (Paper 4e) Q3 VAT Return (4f).
4. Scribe Costs (Paper 4f):
 - (a) To note response from Scribe on request for fixed costs over 5 years and approve acceptance of terms.
 - (b) To authorise revised costs to be included in the 2024-25 budget.
5. Budget 2024-25 (Paper 4g): To approve draft document or agree final amendments.
6. Precept 2024-25 (Paper 4h): To agree figure for submission to CDC, based on budget agreed at item 5 above.

23/454 Village Green Hire: To approve any requests received.

23/455 Coach Parking, pick-up and drop-off:

1. To receive an update on actions following the 18th December Extraordinary Meeting and agree any further actions required.
2. To approve a Parish Council Position Statement on Coach Parking, proposed by Cllr Wilkins (Paper 5).

23/456 Parish Council open evening with Residents to discuss traffic flow and parking: To consider arranging an event (as previously deferred).

23/457 Pre-planning meeting with Pegasus Homes re. old Co-Op Site on 13th December: To receive an update from the meeting.

23/458 To consider requirements for Councillor Training.

23/459 To consider request from Bourton Library (Paper 6).

23/460 Neighbourhood Plan Working Group

1. To review notes from last meeting (Paper 7).
2. To note date for next meeting.

23/461 Reports from representatives on Outside Bodies:

1. To receive reports, for information only.
2. Cllr Samuel to report on the Office of the Police and Crime Commissioner's (OPCC's) Councillor Advocacy Scheme and present grants information.

23/462 Correspondence:

1. Letter from residents re coach parking (Paper 8a).
2. Email re Beautifying The Willows (Paper 8b).

23/463 Items to Note: Matters for information only.

23/464 Next Meeting: 7pm on Wednesday 7th February 2024 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.