

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 Wednesday 6th December 2023** 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

30th November 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 be set aside for the public to raise questions for Council's subsequent consideration.

23/207 Apologies for absence.

23/208 Declarations of Interest.

23/209 Approval of the draft minutes of the 1st November Parish Council Meeting.

23/210 Matters Arising: Consider matters arising for items not on the agenda.

23/211 Clerk's Report: To receive an update.

23/212 Planning Committee:

1. To discuss/vote on any issues raised at the meetings held on 8th and 29th November.

23/213 Village Environment Committee

1. To discuss/vote on any issues raised at the meeting held on 8th November.
2. Christmas Tree:
 - a. Update on Christmas Tree installation and take down from working group.
 - b. To approve a donation of £50 to St Lawrence PCC for use of PA system.
3. Cemetery & Burials
 - a. To consider request relating to a reserved Cemetery plot (Paper 1).
 - b. Scribe Cemetery software (Paper 2): To approve costs of £777.60 per annum from April 2024 to be added to the budget.
4. Trees – to approve the following costs:
 - a. T111 field maple at Piece Hedge allotments £475 + VAT (Paper 3).
 - b. T73 willow tree encroaching in War Memorial (Paper 4).
 - c. Tree Survey for 2024-25 (Paper 5): To approve costs of £1,267.50 + VAT to be added to the budget and survey to be booked with contractor for April 2024.
5. Surfacing works to Periwinkle Bank (Paper 6): To approve amended quote from Cotswold Surfacing Co at £10,560 + VAT, to be funded from the Tourist Levy.
6. Planters and seating around trees in the area in front of The Willow pub, to be funded by Tourist Levy.
 - a. Cllr Samuel to report on progress with planter quotes (Papers 7a-d).
 - b. To agree specification for paving quotes.
7. Environmental Action Working Group: To note no further meetings are to be scheduled at present.

23/214 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised at the meeting held on 6th November.
2. Youth Club (Paper 8):
 - a. To note letter from Inspire to Aspire and agree a response.
 - b. To agree actions to provide future Youth Club provision.

- c. To confirm bookings required for the Baden Powell Hall and arrangements for invoice payment.
- 3. Rye Crescent Play Area: To agree to obtain quotes for clearance of existing equipment and new play equipment.

23/215 GMCC Committee

1. To approve quote from AGW Wakefield Heating & Plumbing at £340 – to install a standard type white gas meter box with back plate and front access panel to be adapted to cover the iron pipe work / control valve which is locked with a standard meter box key and that would allow access to authorised persons if required. To be funded by GMCC H&S Earmarked Reserve.
2. To approve an application to CDC's Community Infrastructure Capital Grant Scheme for a total of £10,000 (deadline 8th January). 20% match funding of £2,000 to be provided from the GMCC's Health and Safety earmarked reserve. Grant to fund part of the work for loft clearance and insulation which was a recommended action from the 2021 Fire Risk Assessment (Papers 9a, b, c & d).
3. SEN Resilient Communities Fund grant application (Paper 10): To review additional quote for electric generator and agree further actions.

23/216 Highways Committee

1. To discuss/vote on any issues raised following the meeting on 20th November.
2. To approve purchase of 12 'no waiting' bollards at a cost of £129.99 inc VAT from Amazon, to be funded from the Contingency budget.
3. Servicing of flood emergency equipment (Paper 11): To review quotes and select a contractor for 2 yearly servicing.
4. GCC Highways quote for additional parking enforcement hours (Paper 12): To agree dates for additional hours to be purchased and approve quote. Funds to be requested from CDC's Tourist Levy.
5. GCC Highways funding from 2024-25: To receive update from Cllr Wilkins on proposals for shared funding.

23/217 Policy documents:

1. Grants Policy (Paper 13): To agree policy and amounts for small and large grants for 2024-25 (deferred from previous meeting).
2. Contact with the Press, Media & External Organisations Policy (Paper 14 – new policy).
3. Biodiversity Policy (Papers 15a & b – new policy).

23/218 Finance & Governance Committee

1. To discuss/vote on any issues raised following the Extraordinary meeting on 20th November.
2. To approve proposal by Cllr Roberts to elect Cllr Samuel to replace Cllr Wareing.
3. Draft budget for 2024-25 (Paper 16):
 - a. To note St Lawrence PCC response to proposed budget figure for 2024-25.
 - b. To note amount agreed above in Grants Policy for 2024-25 budget.
 - c. To approve budget, agree amendments or defer decision until January meeting.
4. Precept Request to CDC 2024-25 (Paper 17): To note Council Tax Base and draft precept request figures. To approve amount to request if budget is agreed at item 3.
5. Community Activity Support Earmarked Reserve: To approve committee recommendation that the balance of £2,002.18 is transferred to the Rye Crescent earmarked reserve for new play equipment.

23/219 Finance:

1. To consider and approve the schedule of payments up to 6th December 2023 (Paper 18a).
2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
3. Finance update from the Clerk.
3. To note the bank reconciliation dated 30th November (Paper 18b), the Summary Report (Paper 18c), Financial Forecast to 6th December (Paper 18d) and Reserves Report (Paper 18e).

23/220 Village Green Hire: To approve any requests received:

23/221 Coach Parking: To receive an update from the Highways Committee following a meeting with GCC Highways and County Cllr P Hodgkinson to explore new proposals by the Committee.

23/222 Parish Council open evening with Residents to discuss traffic flow and parking: Following discussion at 23/067 June Council meeting, to agree arrangements (deferred from the November meeting).

23/223 Tourist Levy:

1. To review current information on project funding and agree any amendments required to spreadsheet (Paper 19).

2. To agree any additional projects to be requested from 2023-24 monies and estimated costs.

23/224 10k Run on Sunday 25th Feb 2024 from 09.30-11.30am (Papers 20a, b, c & d): To review plans and agree any comments to submit to organisers and GCC Highways.

23/225 CDC's Consultation on Polling District & Places (Paper 21a, b & c): To agree a response.

23/226 CDC's Budget Consultation 2024-25 (Paper 22): To agree a response.

23/227 To plan an informal Christmas get-together for Councillors, Volunteers and Staff.

23/228 SLCC Practitioners Conference 31st Jan-1st Feb 2024 (Paper 23): To consider request from the Clerk to attend.

23/229 Neighbourhood Plan Working Group (Papers 24a & b): To receive notes from meetings on 2nd and 21st November.

23/230 Reports from representatives on Outside Bodies: To receive reports, for information only.

23/231 Correspondence:

1. Request from Sunflowers (Paper 25a)

2. Letter on use of Tourist Levy funds (Paper 25b).

3. Email on closure of the Tourist Information Centre (Paper 25c).

4. Cotswold Friends Festive Drink & Mince Pie invitation - Monday 11th December. (Paper 25d).

5. Email from Scouts (Paper 25e)

6. Invitation to Evenlode Catchment Partnership Film Launch – Thursday 7th December (Paper 25f).

7. Email on Information Centre website. (Paper 25g)

23/232 Items to Note: Matters for information only.

23/233 Next Meeting: 7pm on Monday 8th January 2024 in the Windrush Room, The George Moore Community Centre. Please note change of date.

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.

23/234 Staffing Matters

1. To note NALC pay award for 2023-24 and contractual back-pay (Paper 26).

2. **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 item is confidential as it relates to staffing matters. As such, the press and public are excluded from this part of the meeting.

3. To agree pension contribution arrangements (Confidential Paper 27).