

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 September 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 viewed in Dropbox – please click the link [Papers](#).

Sharon Henley

Mrs Sharon Henley

Clerk/RFO

31st August 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.

23/135 Apologies for absence.

23/136 Declarations of Interest.

23/137 Approval of the draft minutes of the 2nd August Parish Council Meeting:

23/138 Matters Arising: Consider matters arising for items not on the agenda:

1. Land transfer of Rye Crescent play area.
2. Parish On-line mapping software.
3. Assets of Community Value.

23/139 Clerk's Report: To receive update.

23/140 Planning Committee:

1. To discuss/vote on any issues raised following the meeting on 23rd August.
2. Neighbourhood Plan:
 - (a) To approve a recommendation from the Committee for the creation of a plan.
 - (b) To approve the setting up of a working party of councillors and interested residents.

23/141 Village Environment Committee

1. To discuss/vote on any issues raised following the meeting on 23rd August.
2. War Memorial: To approve a recommendation from the Committee to receive and accept a grant offer from the War Memorials Trust of £280 to cover 50% of repair costs (Paper 1).
3. Station Road hedges: To approve a recommendation from the Committee to accept a quote from idVerde for £650 + VAT to cut back hedges at the traffic lights.
4. PA System and electrical supply for events:
 - a. To discuss and agree in principle whether to purchase a system.
 - b. If agreed at (a) then to approve a source of funding and maximum budget figure.
 - c. To discuss the provision of 13amp sockets adjacent to the War Memorial.
5. Christmas Tree: To receive update from Working Group.
6. Weed and tidy Jubilee Garden beds at a cost of £1,550 + VAT by idVerde:
 - a. To approve the reconsideration of this item, as discussed at the VEC meeting. In accordance with Standing Orders this has been requested by Cllrs Hicks, Samuel and Launchbury.
 - b. To reconsider quote and recent feedback received and agree further actions.

23/142 Youth & Wellbeing Committee

1. To discuss/vote on any issues raised following the meeting on 29th August.
2. Rye Crescent play area refurbishment (Papers 2a & b):
 - a. To review and approve proposals from the working group.

- b. To note flyer to advertise public consultation from 2-4pm on Sunday 24th September at Rye Crescent.
- 3. Annual Play Area Inspections: To note and approve that these were booked by the Clerk/RFO under delegated authority with Wicksteed at £282.15 + VAT. Date tbc.
- 4. Play Areas Code of Conduct (Papers 2c & d): To review draft document by Cllr Samuel and advice received from GPFA. Agree further actions.
- 5. Youth Networking Team: To review and approve a proposal by Cllr Launchbury to create a new team working with external organisations.
- 6. Baden Powell Hall Committee: To approve a request from the BPH Committee for Cllr Launchbury to represent the Parish Council.

23/143 GMCC Committee

- 1. Defibrillator supplies (Paper 3): To review costs and approve purchase of 2 x G5 pads and 1 x G5 battery.

23/144 Highways Committee

- 1. To discuss/vote on any issues raised following the meeting on 24th July.
- 2. New ANPR camera (Paper 4): To consider and approve quote of £8,500 plus VAT for a new ANPR camera on Station Road. (£3,692 from Highways Speed Reduction budget and £4,808 from Highways' Earmarked Reserve).

23/145 Finance:

- 1. To consider and approve the schedule of payments up to 6th September 2023 (Paper 5a).
- 2. Authorise cheques to be signed at the meeting and BACS payments to be ratified.
- 3. To note the bank reconciliation dated 31st August (Paper 5b), the Summary Report (Paper 5c), Financial Forecast to 6th September (Paper 5d) and Reserves Report (Paper 5e).
- 4. CCLA: Update on signatories and account arrangements.
- 5. Budget planning for 2024/25: To agree initial arrangements.

23/146 Governance

- 1. AGAR and end of year accounts for 2022-23 (Paper 6)
 - (a) To note and accept the external auditor's report and closure letter.
 - (b) To note the Notice of Conclusion of Audit has been published by the Clerk/RFO.
- 2. Internal Auditor (Paper 7): To accept quote from GAPTC at £390 for internal audit services for 2023-24.
- 3. Insurance (Paper 8):
 - i) To note the current term with BHIB expires on 30th September and organisational name change to Clear Insurance Management.
 - ii) To review the quote from BHIB for the next 12 months.
 - iii) To confirm the cover is considered fit for purpose and accept the quote or agree changes required.

23/147 Grants (Paper 9): To consider the following applications for small grants:

- 1. The ITSA Digital Trust
- 2. Headspace
- 3. The Rotary Club of the North Cotswolds – Year 6 Drama Workshop
- 4. 1st Bourton on the Water Scout Group
- 5. Bourton Rovers Football Club
- 6. North Cotswold Dementia Action Group

23/148 Village Green Hire: To approve any requests received.

23/149 Civility & Respect Training with Breakthrough Communications via GAPTC (Paper 10): To agree that any councillors who have not yet undertaken the on-line training are to be enrolled at a cost of £14 per person.

23/150 Website (Paper 11): To note and approve charges to be implemented by Hugo Fox from 4th October at £9.99 per month.

23/151 Events

- 1. Remembrance Day Parade:
 - a. To agree that the Parish Council will provide public liability insurance cover and be responsible for a Remembrance Day Parade on Sunday 12th November 2023, assisted by the Bourton branch of the Royal British Legion who will coordinate all parade activities.

- b. To nominate representatives to lay two Council wreaths at the war memorial on Sunday 12th November. To approve for two wreaths to be purchased from the Chairman's Allowance for an agreed donation of £125.00. One from the Parish Council and one from the Youth Club.
- c. To request that the Clerk apply to CDC for a road closure order for High Street and Sherborne Street in accordance with CDC instructions and Signing Schedule (**Paper 12**).
2. D-Day 80 – 6th June 2024 (**Paper 13**): To review communication and determine any event plans.
- 23/152 Reports from representatives on Outside Bodies:** Receive reports, for information only.
- 23/153** To consider a request from Cllr Tapper to sit on the Highways and Planning Committees.
- 23/154 GAPTC Executive Committee (Paper 14):** To approve a councillor nomination to represent on the Committee.
- 23/155 Correspondence:**
1. CDC response on coach parking (**Paper 15a**).
 2. CDC response on Information Centre (**Paper 15b**).
- 23/156 Items to Note:** Matters for information only.
- 23/157 Next Meeting:** 7pm on Wednesday 4th October 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.**
- 23/158 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 staffing and legal matters. As such, the press and public are excluded from this part of the meeting.
- 23/159 Letter re The Naight (Confidential Paper 16):** To review and approve draft response as recommended by the Youth and Wellbeing Committee.
- 23/160 Staffing Matters**
1. Update on the Clerk's return to work following sickness absence.
 2. To ratify continuation of Locum Clerk services and estimated costs from 16th August, as approved by the Clerk/RFO under delegated authority with agreement of the Chairman and Vice Chairman.
 3. To approve overtime payments to the Assistant Clerk.
 4. Committee Clerk: To agree next steps for recruitment.