

## **Bourton-on-the-Water Parish Council**

### **Minutes of a meeting of the Village & Environment Committee Meeting**

**held at 7pm on Wednesday 27<sup>th</sup> September 2023**

**in the Salmonsbury Room, The George Moore Community Centre**

**In Attendance:** Cllr J Jowitt (Vice Chairman, in the Chair), Cllrs S Coventry, A Davis, A Roberts.

**Members of the Public:** 1 member of the public was present at the meeting.

- 1) **Apologies for absence:** Cllr L Hicks, Cllr B Hadley and L Launchbury.
- 2) **Declarations of Interest:** None.
- 3) **The committee received and unanimously approved the minutes of the meeting held on** Wednesday 23<sup>rd</sup> August 2023.
- 4) **Public Session:** One member of the public was present at the meeting representing the Scouting Group in the village and offered the scouts' assistance in small jobs required in the village. The Chairman agreed for item 9b to be moved to this point. The scouts agreed in principle of cleaning the benches in the village but would require some guidance on the solution to be used. Jennifer Lanham who works for Cotswolds National Landscapes was to be contacted for advice on the guidance required.
- 5) **Matters Arising:**
  - a) Grass verge agreement with GCC Highways – no further updates.
  - b) Purchase of sound system - full Council agreed that Cllr Jowitt should research costs and specification for further consideration by full Council. - There was nothing to update on at present.
  - c) Weed and tidy Jubilee Garden beds: To note that this was reconsidered by full Council who requested that additional quotes were sought. Idverde quote to be revisited and another contractor is available to quote. Council approved a sum of £1,500.00 to be spent on this work, to be funded by Contingency.
  - d) Cut back Station Road hedge at traffic lights at £650.00: To note this was approved by full Council. Cllr Roberts had contacted Idverde and confirmed that the BPC had accepted their quotation. Date to carry out the work was to be confirmed.
  - e) Damage to boundary fence bordering Greystones Lane: Cllr Roberts agreed to have a look at this and report to the Committee Clerk to obtain a quotation for the work required.
- 6) **Finance:**
  - a) The committee noted the current Burials & Allotments and Village Maintenance Detailed Cost Centre Reports, the Summary Report and the Earmarked Reserves reports (Papers 1a, b, c & d).
  - b) The committee agreed the VEC draft budget for 2024/25. The committee agreed that £5,000.00 from cost code 2070 in this year's budget be allocated in the reserve budget to build up enough funds to carry out works planned to create additional allotments at Springvale allotments. A unanimous decision was made to earmark £3,000.00 for future headstone/memorial testing.

VILLAGE MAINTENANCE		This Year	Next Year	3 Year Forecast		
CODE	TITLE	22/23	23/24	24/25	25/26	26/27
13010	General maintenance	2,540	3,150	3,308	3,000	3,150
13020	Grass Treatment	2,040	2,000	2,100	2,205	2,315
13030	Maintenance Contract	24,225	22,285	22,285	22,285	24,514
13050	Maint of planted areas	816	816	857	900	945
Deleted	Contingency	0	0	0	0	0
13081	Hanging Baskets	1,530	2,200	2,310	2,426	2,547
13082	Xmas Display	3,060	3,500	3675	3859	4052
21047	Green repairs	-	3,740	3927	4123	4330
	Clapton Row Bollards	-	0	0	0	0
3084	Village Green Railings	850	1,000	1,050.00	1,102.50	1,157.63
13090	Tree works	3,100	5,000	6,000	3,500	3675
20148	Village Warden	-	500	525	551	579
	<b>TOTAL</b>	<b>38,161</b>	<b>44,191</b>	<b>46,036</b>	<b>43,951</b>	<b>47,263</b>
BURIALS/ALLOTMENTS		22/23	23/24	24/25	25/26	26/27
2560	Benches (not on previous sheet)	320	0	0	0	0
2010	Cemetery Lane maint	714	728	764.40	802.62	842.75
2020	Cemetery Lane water	255	600	630.00	661.50	694.58
2030	Competition	102	50	52.50	55.13	57.88
2040	Misc	204	208	218.40	229.32	240.79
2050	Piece hedge maint	102	104	109.20	114.66	120.39
2060	Piece hedge water	102	104	109.20	114.66	120.39
2070	Springvale maint	102	5,104	109.20	114.66	120.39
2080	Springvale water	102	104	109.20	114.66	120.39
2090	Springvale rent	1	1	1	1	1
2540	Grave levelling	1,020	1,040	1,092.00	1,146.60	1,203.93
2550	Cemetery maint	2,020	2,000	2,100	2,205	2,315
2600	Jubilee Orchard maint	1,020	1,040	1,092.00	1146.6	1203.93
2630	StLawrence Churchyard	510	2,750	2,887.50	3,031.88	3,183.47
21030	Scribe Cemet. Package	1,000	562	590	620	651
Deleted	Replace Shed	1,800	-	-	-	-
21049	Memorial Safety Testing	4,000	2,000	2,000	2,000	0
	<b>TOTAL</b>	<b>13,054</b>	<b>16,395</b>	<b>11,865</b>	<b>12,358</b>	<b>10,876</b>

7) **War Memorial:**

- To agree arrangements for cleaning of War Memorial and removal of wreaths prior to Remembrance Sunday. Dave Perry was to be contacted to undertake this work. Committee Clerk to action.
- To confirm specification and frequency of clearing the war memorial ditch. Cllr Roberts agreed to speak to Jennifer Lanham, Cotswold National Landscapes to obtain advice on the specification of the work required. The committee agreed that the work was to be carried out twice a year.

8) **Churchyard & Cemeteries:**

- Memorial Testing at Cemetery and St Lawrences: The committee agreed a notice to be displayed at the village cemeteries on 1<sup>st</sup> October 2023 providing three months' notice for headstones and memorials testing. The committee agreed that the work should start at the Baptist area in the cemetery and St Lawrence Churchyard and from there starting with the oldest headstones/memorials and progressing to the newer ones. A draft notice had been provided prior to the meeting, the committee members agreed to change, 'Council understands that the memorial safety testing' to read, 'Council understands that the headstones and memorials safety testing'. The notice was to go into the next edition of the Bourton Browser and the PC's website.
- Rotted roof timbers at the Lych Gate: To approve quote of £50.00-£75.00 from Paul Honour for investigative works at the Lych Gate (as per previous minutes number 8b). This was to remove stonework to assess the extent of rot to the timbers so he can give us an accurate quote and recommendations. The committee unanimously approved the quotation provided. Paul Honour to be instructed to carry out the investigation works required.
- Baptist Cemetery Gate: Recess of hasp further into the stonework. The committee unanimously approved for Paul Honour to quote for this work whilst on site carrying out the investigation works as noted above in 8b.

- d) The committee approved a letter for persistent breaches re tributes at cemetery (draft produced – Paper 2b) and agreed to amend the last paragraph from, ‘contact us if you have any questions or concerns and we wish to reiterate’, to read contact the Parish Council office if you have any questions or concerns and the Parish Council wishes to reiterate’. To remove, ‘will’ from last line and add ‘may’.

**9) Village Maintenance:**

- a) Village maintenance contract: Cllr Roberts reported that he had met with the PC’s contractor and had discussed areas of the contract. The committee agreed that regular meetings with the contractor were required to make sure that the contract was being covered.
- b) Bench cleaning: This had been discussed under item 4 Public Session.
- c) The committee discussed the issue with dam building in the river, Cllr A Roberts confirmed that Matthew Joynes had been instructed to remove large stones from the river. The village warden was to be contacted to ask if he saw anyone removing stones from the riverbanks or making dams to tell them not to do this.
- d) To receive an update from Cllr Roberts re missing kerb stones outside Waterfront Tearoom, at the Old Ford, and agree actions. Cllr Roberts confirmed that he would speak to Matthew Joynes and the committee agreed that the work should be planned after the Christmas tree had been positioned in the river.
- e) Tourist Levy Projects: The committee considered the list of works provided prior to the meeting and unanimously decided to focus on the following: -
  - i) Install planters and seating around trees in the area in front of The Willow Pub to prevent car and motorcycle parking.
  - ii) Resurfacing of the path at Periwinkle Bank.
  - iii) Planting around the edge of Clapton Row. – The committee agreed to have softer landscaping in this area with low hedge/box hedging. Cllr A Roberts agreed to speak to the owners of the Chestnut Tearooms to find out how much their box hedging cost.

The Committee Clerk was to communicate with Pulhams Coaches and ask them to provide a double set of timetables at the bus stops and to be installed lower down so that it is more accessible for wheelchair users.

**10) Village Green:**

- a) Byelaws signs: The signs had been purchased and the contractor had been instructed to install them. An additional temporary sign was to be installed at the Victoria Street green – Cllr Roberts agreed to have a look and let the Parish Council office know the required location and fixing method.
- b) Cllr A Roberts had met with the maintenance contractors to inspect the Village Green and asked for a quote to reseed and returf where necessary.
- c) To agree proposal by Cllr Hadley to create a paper on regeneration of area in front of the willows. – deferred to the next VEC meeting.
- d) The committee unanimously approved the quotation received from the maintenance contractor to install and remove the Village Green railings at £900 + VAT.
- e) To receive an update from the Christmas Tree Working Group. – deferred to the next VEC meeting.

**11) Allotments:**

- a) The committee unanimously approved the quotation of £240.00 for Pete Scarrott to repair post and wire fence at Piece Hedge allotments which has collapsed (includes 7 posts, 1 roll of fencing and labour). Assistant Clerk to instruct Pete Scarrott.
- b) To note response from tenant at Springvale re water feature and agree actions. The committee noted the response and agreed that a letter was to be sent to the allotment holder asking him to provide evidence of the wildlife in the bathtubs on the allotment discussed.
- c) Cllr A Roberts and Cllr L Hicks to agree a date in November to reinspect allotments to check progress.
- d) The committee considered a request from a tenant of Plot 26B to split plot to create two quarter plots as the tenant can no longer manage the whole area. The committee granted this request.
- e) The committee unanimously agreed on increasing the allotment rent as from January 2024 to £24.00 per annum and to notify the allotment holders that there would be another increase in January 2025 to £26.00 per annum to cover the rising cost of providing water at the allotments.

- f) The committee approved drafting an agreement for each allotment holder to sign annually in place of current rules. A deposit from new allotment holders was to be included into the 2025 draft agreement.
  - g) To receive an update on damage to Cemetery Lane allotments boundary fence at Greystones Lane and agree actions. - Dealt with under Matters Arising.
  - h) The committee considered and agreed to have a notice on both sides of the gate at Cemetery Lane allotments on gate onto Greystones Lane, 'Please Close and Bolt the Gate'.
- 12) **Jubilee Orchard:**
- a) Damage to Jubilee tree and plaque: The committee noted this had been reported to the police and the plaque was being reinstated by Dave Perry.
  - b) Litter bin: The committee considered the request for an additional litter bin to be positioned behind Manor Close and unanimously decided against this request.
- 13) **Accessibility Audit:**
- a) Funding application for Inclusion Gloucestershire – Cllr Davis updated the committee on two funding applications one for Inclusion Gloucestershire and the other one Caring for the Cotswolds fund. The Caring for the Cotswolds fund had a deadline for this Friday and was up to £2,500.00 grants. Cllr Davis agreed to complete the application form and submit this on the information she had obtained already.
  - b) Dropped kerb – update on progress by GCC Highways not received.
  - c) Extra slab for seating near the river. Update on action to consult ROSPA. – defer to next meeting.
- 14) **Ash Die Back Replacement Trees:** Cllr Davis reported that a site visit had been undertaken regarding the ash die back project. The committee agreed to not go with that option as the number of trees to be allocated was far too vast. The committee agreed to carry out their own planting of trees when required on a much smaller scale.
- 15) **Bicycle racks:** To receive an update following a walkabout to assess possible bicycle racks. – Defer to next meeting.
- 16) **Events:**
- a) To agree any events to be arranged to commemorate D-Day 80 – 6<sup>th</sup> June 2024 (Paper 4). – Defer to next meeting, the committee agreed that a working party was required.
- 17) **Environmental Action Working Group:** To reschedule the previous meeting. – The committee agreed a working group was required with an equal number of Parish Councillors to non-Council members. Cllr B Hadley to action.
- 18) **Correspondence:**
- 19) **Items to note:**
- a) Cllr Roberts noted that the soakaway at Jubilee Orchard footpath became flooded with the rain last week to around 3cm. Pete Scarrott was to be asked to quote to dig and rod out the sump in the path for consideration at the next meeting. Ask Pete Scarrott to consider the missing stones at the base of the wall alongside the drainage area whilst putting together the quotation.
  - b) The maintenance contractor had caused some damage at the Cemetery, having knocked the tops off the kerbstones. The committee noted that this issue had now been resolved and the kerbstones were now in situ.
- 20) **Date of Next Meeting:** Monday 23<sup>rd</sup> October 2023 at 7.00 pm in the Windrush Room.

There being no further business the meeting closed at 9.05 pm.