

Bourton-on-the-Water Parish Council

Minutes of the Village & Environment Committee Meeting held at 7pm
on Wednesday 19th April 2023 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, L Hicks, J Wareing, B Wragge.

In attendance: Julie Catlow, Committee Clerk and Steve Cotton, Village Warden.

Members of Public: No members of the public attended.

- 1) **Apologies for absence:** Cllr B Hadley.
- 2) **Declarations of Interest:** There were none.
- 3) **To receive and approve the draft minutes of the meeting held on Wednesday 22nd February 2023:**
Amended and APPROVED.
- 4) **Public Session:** Standing Orders were suspended whilst Steve Cotton presented the quotation to re-seed the wildflower area at The Naight (once scarified) at a cost of £324.90. Any leftover seeds would be used at the Jubilee Orchard. It was agreed that this is included on the Extraordinary Council Meeting agenda and the Committee suggested that funding could be split between the Health & Wellbeing budget and Village Warden budget. A map of areas to be left uncut is currently being drafted by the Assistant Clerk and Steve Cotton. Additionally, Steve Cotton confirmed that he would make arrangements to repair the wooden bench from The Naight at no cost.
- 5) **Matters Arising:**
 - a) Village maintenance contract update following meeting held on 16th March 2023: Cllr Roberts provided feedback from the meeting held with the new contractor, idVerde (also attended by Cllr Hicks, Cllr Hadley and the Clerk). The contractor was shown around the village and a follow-up meeting to provide feedback and go through any issues is scheduled for 12th May. Clerk has since contacted the contractor regarding some areas missed on Victoria Street and Clapton Row. Having completed the works, there has been very positive feedback from the resident who raised the matter.
 - b) Grass verge cutting agreement with GCC Highways – to note discussions with GCC Highways on arrangements for 2023: The Clerk continues to follow this up and is awaiting a response from GCC Highways.
 - c) Ownership of fence and pond at Stanway Green: Greensquare have confirmed to Cllr Davis that the pond and its engineering, the safety equipment including the two buoyancy rings and signage and the fencing around, are all their responsibility.
 - d) Jubilee Orchard insurance claim for repairs to wall and gate post: There are no further updates at this time.
 - e) Repairs to the War Memorial: Assistant Clerk has submitted an application for Listed Building Consent for repairs to CDC and is awaiting the Decision Notice. Once received, the application for a grant from the War Memorials Trust will be submitted as planned before the deadline of 30th June 2023.
 - f) Christmas Tree Working Party: With no further updates, this item is deferred until the next Committee Meeting.
 - g) Boundary hedges in the Garden of Remembrance: It is proposed that some of the Parish Council's half-round wooden posts are reused to block both points and to allow the hedge to grow across the gap. The posts are currently located next to the Cemetery shed and if the expenditure for the new fencing is approved these posts will be relocated at no additional cost. Cllr Roberts to follow up with contractor.
 - h) Allotment boundary - feedback from tenant meeting held on 5th April: Cllr Roberts updated the Committee following his meeting with a resident and Cllr Hicks regarding overhanging fruit trees on their plot. As a follow-up, the Assistant Clerk will set up a meeting with the tenant on the adjacent plot.

- i) Accessibility Audit - update on action to improve area adjacent to benches for wheelchair users: Cllr Roberts confirmed that he would identify two or three areas where this could be achieved and obtain a quotation for the works.
 - j) Data for Ground Rent and where applicable, water charges levied to allotment tenants by other Parish Councils: Committee Clerk confirmed that this work has not yet commenced and will provide an update at the next meeting.
- 6) Deferral of budgeted works to 2023-24 Financial Year for repainting of metal work at Lych Gate (£540) and repainting of 4 metal benches on Rissington Road (£320): Committee APPROVED carrying over of work to the 2023/2024 financial year. The contractor has confirmed that as a result of the wet spring weather, the works were not completed prior to year-end as previously instructed by the Committee.
- 7) **Churchyard & Cemeteries:**
- a) Cemetery Shed boundary fence – Committee to consider the quotation from Peter Scarrott for £385 (£225 materials and £160 labour) to erect a wooden fence around the boundary and to note that he has additionally removed much of the vegetation piled to the left of the shed. Committee Clerk to arrange for Cllrs Roberts and Hicks to meet with the resident to review discussions and agreement to contribute towards the cost of replacing the fence. It was APPROVED that costs would be funded from the Cemetery Maintenance budget.
 - b) To Note: DEFRA Consultation outcome Summary of responses and government response re Groundwater Consultation updated 22 March 2023. As previously discussed at the Committee in the context of future arrangements for additional graves or obtaining new cemetery land.
 - c) To consider recommendation from grave digger to collaboratively devise a clear plan to maximise remaining burial space and suggestion to hold a site meeting to facilitate this: APPROVED, Assistant Clerk to attend the meeting with Cllrs Hicks, Roberts and Wragge.
- 8) **Allotments:**
- a) Identify works and agree actions to carry out repairs to the boundary fence at Springvale Allotments: Assistant Clerk to confirm the ownership of the boundary fence and if the fence falls within the Parish Council ownership, obtain quotations for repairs.
- 9) **Village Green:**
- a) Damage to stone edge to riverbank – To note: CDC Tourist Levy Funding bid of £6,690 to cover damage to stone edge of Riverbank and wall from Birdland to Clapton Row has been approved. Cllr Roberts to meet with the contractor to review works required and schedule works, most likely in the Autumn after the tourist season.
 - b) To Note: Funding of £2297.00 + VAT for the supply, maintenance and collection of hanging baskets approved by Council on 5th April 2023. Committee Clerk confirmed that the hanging baskets are now on order and will be installed in June (date TBC).
- 10) Environmental Action Working Group: Cllr Wareing presented the minutes from meetings held on 2nd February and 16th March 2023. The key objectives are the introduction of drinking water points, a Community Composting Scheme, a fresh milk dispensing scheme and the reduction of packaging waste from hospitality outlets. The next meeting is scheduled on Wednesday 10th May at 6.30pm and it was noted that a tree warden will be joining the group and Cllr Wragge will attend the next meeting. It was agreed that the Community Composting Scheme is to be included on the next Council agenda.
- 11) **Correspondence:**
- a) Email complaint from resident regarding stones on Clapton Row: This has been actioned by IdVerde and the Parish Council will continue to monitor.
 - b) Email complaint from resident regarding trees from Rye Crescent Play Area blocking light to Rye Crescent: As the tree is thought to be healthy and not dangerous, the Committee agreed that any recommendations from the tree surgeon would be communicated to the resident.
 - c) Email communication from WI regarding tree adoption: To note only.

- d) Late correspondence: Email communication from an allotment tenant requesting that the Committee contact the tenant of an adjacent plot requesting that pallets overhanging the footpath are relocated. Assistant Clerk to contact the tenant and make the request.

12) **Items to note.** Matters for information only.

- a) Peter Scarrott has been instructed to carry out repairs by Assistant Clerk to a rotten post at Springvale Allotments and one in the Jubilee Garden of Remembrance. The cost was approved as a health and safety matter by the Clerk under delegated authority.

13) **Date of Next Meeting:** Wednesday 24th May 2023 (TBC).

There being no further business the meeting closed at 20.12 hours.

Signed:

Dated: