

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Village & Environment Committee Meeting

held at 7.00pm on Wednesday 20th March 2024 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs A Davis, L Hicks, L Launchbury, A Roberts and S Coventry.

In Attendance: Vanessa Oliveri (Committee Clerk) and Jo Herbert (Assistant Clerk)

Members of Public: 2 members of the public

- 1) **Apologies for absence:** Cllr J Jowitt.
- 2) **Declarations of Interest:** Cllr L Launchbury declared an interest in item 8a and took no part in the discussion or the decision made.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 14th February 2024.** APPROVED.
- 4) **Public Session:** A member of the public raised concerns with issues of Tourist Levy funds, coaches, on-street parking, residents parking and safer crossings. The Chairman advised the member of public to attend the public meeting being held on 21st March 2024, as the meeting would cover these issues.
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – No update had been received from GCC Highways.
 - b) Metal fence – To receive an update on the welding work to be undertaken on the eight points of the metal fence at Stanway Green. - The welder had notified the Committee Clerk that he was waiting for the ground to become a bit drier so that he could get his vehicle closer to the jobs required.
 - c) Round bench under the tree on the village green – A verbal quotation had been received from GM Decorating to paint the round bench at a cost of £200.00. The committee unanimously approved the quotation and asked if the painting could be undertaken before Easter.
 - d) Victoria Street bridge – Quotations were being obtained to mirror copy the metal fence on the Victoria Street bridge to be positioned on the opposite side of the road to prevent people from jumping off the bridge parapet onto the grass by Payne’s Bridge. Agenda item for the next VEC meeting.
 - e) Redundant highways posts – To note that GCC had responded regarding the redundant highway's posts along the verge by the Birdland bund and have informed the PC that new signs are to be installed on the metal posts.
 - f) War Memorial – The committee noted that the war memorial repairs have been scheduled to be undertaken on 29th April 2024. The contractor to make arrangements for parking by applying for a red waiver permit and adding this cost to the invoice.
 - g) The committee noted that the recreation inspector would be cleaning the Victoria Cross plaque with warm Eco soapy water regularly.
 - h) The committee noted at the March PC meeting it had been agreed for Cllrs Davis and Samuel to attend the SLCC course on climate literacy at a cost of £120.00 plus VAT per person. The Clerk had booked two slots with SLCC. Cllr A Davis was looking into grant provision to cover the cost of attendance at the course.
 - i) The committee noted the contractor had been instructed to carry out the work on the large holes in track at the entrance to the Cemetery Lane site & Springvale allotment as per the quotation received at the February meeting. This work was to be carried out week beginning 8th April.
- 6) **Finance:**
 - a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report.
- 7) **Churchyard & Cemeteries:**
 - a) The committee noted the Baptist Church had scheduled Memsafe to carry out memorial testing in the Baptist area of the cemetery during the week commencing 15th April.
 - b) Memorial repairs: The committee noted that the works to repair the unsafe memorials identified at the cemetery and St Lawrence’s Churchyard had been scheduled to be completed by Memsafe week commencing 15th April.
 - c) Memorial safety inspections: The committee noted the second phase of the memorial inspections for the Cemetery were to be completed and the expenditure would come out of the 2024/25 budget.

- d) The committee to schedule in a repeat of the 2021 risk assessments for St Lawrence Churchyard and the Cemetery. Cllr B Hadley and Cllr L Hicks agreed to complete the assessments on Wednesday 27th March 2024.
- e) Rotted roof timbers at Lych Gate – The committee received a report from Paul Honour following investigations of the Lych Gate roof and assessed the two options provided. Add this as an agenda item for the next VEC meeting. The contractor was to provide a drawing and specify the work intended.
- f) Quinquennial report from St Lawrence Church. The committee noted that the Clerk has sent the memorial inspection report and advised about repairs and forthcoming tree survey.
- g) Dry stone walls at St Lawrence Church: require attention based on the Quinquennial report. The committee received a quotation to repair the dry-stone wall at a cost of £1,460.00 + VAT. A unanimous vote of all in favour was taken to approve the quotation received, it was noted that the funds were available in this year's budget.
- h) The committee agreed unanimously to not add funds from General Reserves to EMR for maintenance of St Lawrence following QQ survey and any other unforeseen maintenance as the quote obtained to repair the dry-stone wall at a cost of £1,460.00 + VAT was in the budget for the current year.

8) Allotments:

- a) The committee received a quotation for making new wooden bays for manure/chippings at the entrance to the Cemetery Lane site. The quote was to supply materials comprising of 16 treated posts, 10 sheets corrugated tin, fixings £381.10 vat. Labour and machinery - to clear site including the rubbish collected between bays and hedge, build 2 8'x6' new bays at a cost of £120 plus vat. The committee unanimously approved the quotation received and agreed to combine the use of the skip for the neighbouring cemetery works w/b 8th April. The skip was to be the next size up due to the additional use.
- b) The committee noted that the grant application submitted to GCC's Greener Gloucestershire Community Climate Change Fund to cover the cost of the provision of new wooden bays for manure/chippings at the entrance to the Cemetery Lane site and bicycle racks in the village had been unsuccessful.
- c) The committee noted that concern had been raised about unauthorised parking at Cemetery Lane allotment site. The committee unanimously agreed to Cllr L Hicks to contact Men In Sheds to quote to supply a wooden sign regarding the unauthorised parking.

- 9) **Further review of tree policy:** The committee agreed to an amendment on Page 2 of the Tree Policy for the wording, 'AONB' to be changed to, 'National Landscape'. The committee noted that the Vale of White Horse could be introducing a new tree adoption scheme and agreed that this was to be included in a future VEC meeting when the committee had obtained further clarity on the subject.

10) Village Maintenance:

Village Maintenance Contract: The committee were updated on the progress of the scheduled works with the contractor. It was noted that the scheduled work on the Garden of Remembrance had been carried out. A request had been put forward for a student to carry out some weeding in the village as part of their Duke of Edinburgh award. The committee agreed to this request.

11) Village Green:

- a) Cllr Roberts updated the committee on progress of the reseeding and turfing, and it was noted that the reseeding and turfing was taking well. A letter of thanks was to be sent to the person who had donated the turf for the Village Green. It was noted that the railings around the Village Green were due to be removed next week. Cllr Roberts to liaise with the contractors for certain areas to be cordoned off with green netting to allow the reseeding and turfing time to take better. (areas to include by the VIP area, the War Memorial area and a bit by Sherbourne Street). Small notices were to be made up in the office explaining why certain areas are cordoned off at present.
- b) **Bicycle racks:** To note that the grant funding request to provide bicycle racks in the village had been unsuccessful as per item 7b.
- c) **Village Map:** Cllr Hadley had contacted BBN to ask if they could arrange to have the village map updated.
- d) **Maintenance of slabs along riverside walk:** Cllr Roberts is liaising with a contractor to get a quote. (Agenda item for the next VEC meeting).

- e) The committee received and unanimously approved a quotation to replace the plaque with the red flowers on the Victoria Cross at a cost of £395.00 no VAT for a replacement plaque. The committee agreed that the plaque should have a lacquer applied to protect it against the elements. Therefore the committee approved an expenditure up to £500.00 to cover the additional cost.
- 12) **Back of War Memorial Regeneration Area:** The committee discussed the regeneration of the area at the back of the War Memorial and fully agreed to wait for Cllr Samuel to provide a design and specification of the project for the next VEC meeting.
- 13) **Xmas tree working group** – The committee received an update from the Xmas tree working group and the working meeting notes which had been shared with committee members prior to the meeting. Cllr Hicks agreed to speak to the band and the primary school notifying them of the date for the diary well ahead of the event. The committee proposed that the metal railings were to be installed around the Village Green week commencing 4/11/2024 but this would be taken to full Council.
- 14) **Tree Survey:** The committee noted that a tree survey had been booked for 22nd April 2024 onwards. This will be a ‘negative survey’ which means that all trees will be surveyed but the survey will only contain information on those trees requiring work. Cllr Roberts noted that there were trees in Jubilee Orchard that weren’t included in the 2021 and 2022 surveys and Treotech have been asked to include these, as per the 2018 survey. Work to the tree at Piece Hedge was carried out on 8th Feb.
- 15) **Accessibility Audit:**
- a) Dropped kerb – There had been no update on progress by GCC Highways prior to the meeting. It was agreed to ask a GCC representative for an update at the public meeting arranged for 21st March 2024.
- 16) **Events:**
- a) The committee received an update on the arrangements to light the beacon to commemorate D-Day 80 – 6th June 2024. The PC’s sound system was to be used for the event.
- 17) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** The committee noted that drawings and proposals were being drawn up at present on the regeneration of the pavement area in the High Street by the Cheltenham bus stop. (To be an agenda item for the next VEC meeting).
- 18) **Cotswolds National Landscape:** The committee noted the Cotswolds National Landscape had donated an oak tree to the parish which was planted on Tuesday 12th March 2024 in Jubilee Orchard to replace the damaged Millennium Oak. Cllr Roberts and Sue Pacini were present whilst the tree was planted. Thanks was to be given to CNL for organising and delivering the tree.
- 19) The committee considered the replacement of a vandalised Platinum Jubilee Rowan tree in the Jubilee Orchard and agreed to have one planted further down on the site. Cllr Davis to contact CNL if they could supply a Rowan tree. Cllr Launchbury agreed to contact Lower Slaughter Parish Council and ask where they had obtained their trees from recently. The information from Cllr Davis and Cllr Launchbury was to be reported back at the next VEC meeting.
- 20) **Correspondence:** Church mowing at St Lawrence – An email had been received regarding costs for future mowing. The committee agreed to look at this topic when discussing the budget setting process later in the year.
- 21) **Items to note:** Benches at Jubilee Orchard – The committee agreed that the benches could be re-installed at Jubilee Orchard and they were to be installed further down the site. It was agreed that if further problems occurred in that vicinity, then the benches would be removed.
- Periwinkle Bank: Cllr Coventry stated that the new footpath installed at Periwinkle Bank had been carried out to a very good standard. The committee unanimously agreed to this statement.
- Dog bin at Kingfisher Road: Thanks was noted to the Assistant Clerk for arranging with CDC to firmly fix the dog bin at the entrance of Kingfisher Road.
- Potholes: Cllr Davis stated that she had reported several potholes in Station Road from the top of Moore Road to past the junction of the Co-op via Fix My Street. The committee agreed for the Committee Clerk to report the same potholes to assist in getting them fixed.
- 22) **Date of Next Meeting:** Wednesday 17th April 2024 at 7.00 pm in the Salmonsbury Room.

The meeting closed at 8.10pm.