

Bourton-on-the-Water Parish Council

Minutes of the Village & Environment Committee Meeting held at 7pm
on Wednesday 22nd February 2023 in the Windrush Room, The George Moore Community Centre

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

In attendance: Julie Catlow (Committee Clerk & Minute taker). Cllr L Launchbury attended as a non-committee member in a non-voting capacity.

Members of Public: There were none.

- 1) Apologies for absence: Cllrs L Hicks and J Wareing. Cllr B Wragge did not attend.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the meeting held on Wednesday 11th January 2023:
APPROVED
- 4) Public Session: Opportunity for the public to speak on matters on the agenda: No members of the public were present.
- 5) Matters Arising:
 - a) Installation of new village signs: The signs were installed during the week commencing 16th January 2023. These were subsequently moved and have since been repositioned by Cllr Roberts in the correct direction.
 - b) Repainting of Lych Gate: The works are to be completed in the Spring before the end of the financial year but a date has yet to be confirmed by the contractor.
 - c) Damage to stone edge by riverbank: Cllr Roberts shared the quote from the contractor with the committee which details repairs required (at a cost of £1,290) and for the repointing (and possible rebuilding of some parts) of the wall from Birdland to Clapton Row (at a cost of £5,400). The committee agreed that a funding bid from the Tourist Levy for the total amount of £6,690 should be submitted to Cotswold District Council.
 - d) Village maintenance contract tender: A pre-start meeting has been arranged for 16th March 2023 with the contractor, Clerk and Cllrs Hadley and Roberts.
 - e) Grass verge cutting agreement with GCC Highways: A response from GCC Highways is still awaited.
 - f) Repairs to Village Green: Funds have been allocated by CDC and the re-turfing work was carried out during the week of 13th February 2023. The contractor confirmed that the cobblestones work will be completed as soon as possible.
 - g) Painting of bench opposite Marshmouth Lane: The contractor has not yet confirmed the date that this work will be carried out.
 - h) Cemetery Shed: Cllr Roberts provided an update following his meeting with Cllr Hicks and a resident regarding erecting a fence around the cemetery shed. The resident has agreed to contribute towards the cost of the works. Cllr Roberts to obtain quotations for the work, and the Clerk to respond to the resident confirming that this was considered at the meeting and granting him permission to erect a temporary wire fence. It was agreed that consideration should be given to the cost of removal of vegetation left following erection of new shed at the next meeting.
 - i) Sign for new Cemetery shed: The sign is now in place.
 - j) Application of wood preserver to old benches: The work will be completed during the week of 27th February 2023.
 - k) New A4 signs for allotment bays by Men in Sheds: Committee Clerk sent the £75 donation to Cotswold Friends on 2nd February and has received a thank you letter.
 - l) Additional items for Asset Register and ownership of fence and pond at Stanway Green: Cllr Davis confirmed that the life ring had been replaced by Greensquare. The clerk has not yet received a response from Greensquare Management regarding ownership.
 - m) Jubilee Orchard repairs to wall and gate post and insurance claim: The wall and gatepost have been repaired by contractor. The contractor advised Cllr Roberts that the large wooden gate post was also damaged by the vehicle and that an additional cost of £75 plus one day's labour (total £260) will be incurred if this is to be replaced. The company have not yet confirmed in writing whether they will

cover the costs themselves or via their insurance. The committee APPROVED the additional works and agreed that any additional funds required should be recovered from the company.

- n) Grave levelling: Gravel levelling is scheduled for w/c 13th March 2023. An additional grave requires re-turfing due to its poor surface condition totalling 11 rather than 10 approved at the meeting held on 11th January 2023. The original approved cost was £765 (+ VAT on skip) and will increase to £830 (+ VAT on skip) for the additional work. APPROVED
 - o) Village Green Risk Assessment: Any hazards to be addressed through Tourist Levy were raised at the meeting with CDC w/c 16th January. Re-turfing and installation of cobbles has been instructed and covered by Tourist Levy. The committee agreed that the fixing of the wooden bench by Highbridge would not be actioned.
 - p) War Memorial Grant application to the War Memorials Trust: An additional quote with changes to the existing quote were requested by Assistant Clerk on 18th January. CDC has confirmed that Listed Building Consent will need to be obtained for these works so an application will need to be prepared and submitted to by Council. The committee agreed that the aim should be to complete the application before the deadline of 30th June 2023.
 - q) Christmas Tree: A Working Party to be identified and requirements reviewed. Cllr Wareing to update if he has been in contact with BBN. In the absence of Cllr Wareing, there is no further action at this meeting.
- 6) Review of Actions following Accessibility Audit: The committee discussed the creation of even non-grassy surfaces at the end of benches for wheelchair users. Cllr Roberts to attend a site visit with the contractor in March to consider the addition of paving slabs at the end of some benches.
- 7) Churchyard & Cemeteries:
- a) Boundary hedge to Garden of Remembrance: The committee considered what action should be taken to address 1) Despite regular pruning, the hedge is now partially covering the first row of ashes graves and their memorial stones and the small walkways into the garden on the north and south sides. 2) Small walkways in the garden on the north and south sides are both very narrow and obstructed and anyone using them will be very close to the memorials located there which could cause damage or injury. The committee APPROVED that these access points should be closed (barriers to be erected) with access via the main entrance only. Cllr Roberts will meet with the contractor on site to identify any vegetation that requires trimming.
 - b) Repairs required to the pedestrian gate at the cemetery: Contractor has confirmed that the repair has been carried out using additional Postcrete to secure the gatepost in an upright position.
- 8) Allotments:
- a) Cost of water supply to allotments: Cllr Roberts provided a brief summary of water charges for Springvale, Cemetery Lane and Piece Hedge allotments from 2017 to present. The committee agreed to request Ground Rent charges from other Parish Councils and ascertain if there is an additional charge for water. The data will be used as a comparison with the current charge levied to tenants.
 - b) Renewal of allotment rents: The Assistant Clerk confirmed that it has not been possible to contact two tenants regarding renewal of allotment rents. Assistant Clerk to provide an update at the next committee meeting as this may result in two plots becoming available.
 - c) Manure dropped at Cemetery Lane and Springvale: A complaint has been received from a resident regarding large amounts of manure being dropped off by business(es) and not being tipped onto the allocated bays. Cllr Launchbury joined the discussion and it was agreed that if there is space available and the area is regularly checked to ensure that manure is only dropped in the allocated bays that there was no reason why this should not continue.
- 9) Village Green:
- a) Arrangements for Hanging Flower Baskets and village planters: Proposal to be considered for requirements for this year at the next meeting after which quotes can be obtained and submitted for approval. To note the current contractor has confirmed that he is not available for watering the hanging baskets this year, Committee Clerk to identify companies contracted to water planters in Stow-on-the-Wold and Northleach.
 - b) Request from Sunflowers Suicide Support re Village Planter: The request to dress the fixed planters in the centre of the village during Sunflower week (the first week of July). APPROVED

- 10) Environmental Action Working Group: Cllr Wareing to present minutes from meeting held on 2nd February 2023 and Committee to consider their recommendations. This item was deferred to the next meeting in the absence of Cllr Wareing.
- 11) Report for control of Japanese Knotweed in The Naight Play Area. To note date of next survey/treatment will be completed on 20.10.23
- 12) Correspondence:
- i) A request has been received from an allotment tenant who currently has a 6' x 4' shed and no greenhouse. The tenant wishes to replace the existing shed with a 6' x 8' shed to provide adequate storage for his equipment. This will be the only construction on the plot as no greenhouse is required. This request was NOT APPROVED as it does not meet the requirements of the tenant's contractual terms and conditions.
 - ii) A request has been received from an allotment tenant to have a site meeting with the committee to define the boundary line between two sections of a plot which was divided for the first time at the start of the most recent allotment tenancy. A meeting to be arranged with the tenant and Cllr Roberts at the end of March.
- 13) Items to note only.
- a) Cllr Davis advised that the fence to the boundary of Springvale Allotments is falling down, this point will be added to the agenda for the next meeting.
 - b) Cllr Roberts advised that a Cotswolds National Landscape representative had advised of evidence of Water Primrose (an invasive species) at the attenuation pond at The Furrows which they had reported to the Environment Agency and Nurture (responsible for the landscape maintenance at The Furrows). An eradication management plan was being discussed.
 - c) Cllr Roberts summarised the Naunton & Bourton-on-the-Water Drainage Strategy dated May 2016 and Committee Clerk has a copy of the presentation for information.
- 14) Date of Next Meeting – 7.00pm on Wednesday 19th April 2023 in the Windrush Room.
- There being no further business the meeting closed at 19.51 hours.

Signed:

Dated: Wednesday 19th April 2023