

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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To Village & Environment Committee Councillors

You are hereby summoned to attend a **Village & Environment Committee Meeting at 7pm on Wednesday 23rd August 2023 in the Salmonsbury Room, The George Moore Community Centre** for the purpose of transacting the following business.

Papers for the meeting can be viewed in Dropbox: [Papers](#)

Linda Morrison Allsopp

Mrs Linda Morrison Allsopp
Locum Clerk/RFO

17th August 2023

AGENDA

- 1) **Apologies for absence:** To receive.
- 2) **Declarations of Interest:** To note.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 28th June 2023.
- 4) **Public Session:** Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways.
 - b) Christmas Tree Working Group: To receive progress update from Cllr Hadley.
 - c) Accessibility Audit: To receive an update.
 - d) Data for Ground Rent and where applicable, water charges levied: Charges levied for water by other Parish Councils to allotment tenants to be researched by Cllr Roberts.
 - e) Boundary at Piece Hedge allotments: To note installation of grass path between Plots 90a&b by Pete Scarrott instructed under Clerk's delegated authority.
 - f) Village Green Hire Policy: To agree changes to wording to confirm frequency of bookings.
 - g) Resurface area under Cemetery Gate: Cllr Roberts to report if a quote to lay slabs and dig an animal underpass is required.
 - h) CCTV: To receive an update on possible equipment and funding options.
 - i) Bicycle racks: To receive an update on possible locations and funding.
 - j) Jubilee Orchard: To receive an update from the Village Warden re the installation of a new litter bin.
- 6) **Finance:** To note the current Burials & Allotments and Village Maintenance Cost Centre Summary Reports (Paper 1).
- 7) **War Memorial:** To receive grant offer from War Memorials Trust towards memorial repairs and sign contract to accept conditions & proceed (Paper 2).
- 8) **Churchyard & Cemeteries:**
 - a) **Memorial Testing at Cemetery and St Lawrences:** To agree a schedule and receive updated quotes (Paper 3).
 - b) **Rotted roof timbers at the Lych Gate:** To consider recommendations and quotation from Paul Honour to address rotten timbers (Paper 4).
- 9) **Village Maintenance:**
 - a) Village maintenance contract: To receive a report from Cllr Roberts on the meeting held with the contractors on 14th July to discuss any issues with items on the specification and agree further actions.
 - b) Additional maintenance works: To consider quotation from idverde to carry out additional maintenance works (Paper 5).

10) Village Green:

a) Byelaws signs:

- i) To consider quote from The Wright Signs for new sign on the Village Green (as per 30th May Extraordinary Meeting item 23/045(1)) and on Clapton Row Green, to replace the temporary sign currently attached to a tree, at a cost per A2 aluminium composite sign of:
 - (1) £105 without post kit or
 - (2) £215 with post kit including fitting.
- ii) Agree date and who will install the fencing to protect the Village Green during the winter months.
- iii) Agree date to inspect the Village Green with the maintenance contractors to reseed and returf where necessary.

11) Allotments:

- a) Springvale boundary fence: To receive report from Cllrs Roberts and Davis on the site meeting with CDC on 10th July.
- b) Cemetery Lane: To consider a request to split Plot 25a into two halves to make a more manageable size plot for the tenant.

12) Ash Die Back Replacement Trees: To consider offer from Gloucestershire Highways and decide on a response (Paper 6).

13) Bench cleaning: Cllr Roberts to report on the outcome of his approach to the Village Warden and the Clean & Green Team requesting assistance to clean the benches and litter bins.

14) Environmental Action Working Group: Cllr Wareing to update from recent meetings.

15) Correspondence:

- a) Email from Wendy Gray re grass cutting at Bourton Chase Phase III (Paper 7).
- b) Email from David Ashton re update on Japanese Knotweed (Paper 8).
- c) Email from resident re Community Safety Officers (Paper 9).

16) Items to note. To receive reports for information only.

17) Date of Next Meeting: 7.00pm on Wednesday 13th September 2023 in the Salmonsbury Room.

18) 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 individual allotment tenancies. As such, the press and public are excluded from this part of the meeting.

19) Cemetery Lane Allotments: To receive correspondence from two allotment tenants (Confidential Paper 10a & 10b) and agree actions.

20) Annual allotment inspections by Cllrs Hicks and Roberts: To review inspection findings and agree further actions (Confidential Paper 11).