

Bourton-on-the-Water Parish Council

Minutes of the Village & Environment Committee held at 6pm on Wednesday 24th May 2023 in the Salmonsbury Room, The George Moore Community Centre.

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, J Jowitt, L Launchbury.

In attendance: Julie Catlow

Members of the Public: No members of the public attended.

- 1) **Apologies for absence:** Cllrs A Roberts and J Wareing.
- 2) **Declarations of Interest:** There were none.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 19th April 2023:** Approval of the minutes held over until next meeting as only one member of the Committee present at the meeting had attended the meeting held on Wednesday 19th April.
- 4) **Public Session:** No members of the public attended.
- 5) **Matters Arising:**
 - a) Village maintenance contract tender - update following initial review meeting held on 12th May 2023: Cllrs Hicks and Roberts, and the Clerk met with idVerde to review works, identify any issues and agree actions. idVerde were asked to quote to re-erect the village green fence in November. The next meeting is scheduled for Friday 14th July. It was noted that the area maintained on Rissington Road required clarification.
 - b) Grass verge 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.
 - c) Jubilee Orchard insurance claim for repairs to wall and gate post: The Clerk has completed the form to claim payment from Ubico and is awaiting payment.
 - d) Repairs to the War Memorial: CDC Assistant Conservation & Design Officer has written to the Parish Council stating that whilst it is appreciated the desire to undertake works as proposed to prevent the deterioration of the monument and to maintain its appearance, a less invasive approach would be to retain the deteriorated stones and flipping them so that the deteriorated face is away from the elements. It is recommended that this approach is investigated before the application is progressed further. Committee approved quotation for the additional works at a cost of £460 for the contractors to remove/investigate/re-use the existing stones as per the Officer's recommendations. Should the contractor discover that the existing stones cannot be used as the surface is not suitable then they will have to refit these and add the new partial sections of stone at an additional cost of £560 totalling £1,020. It is unlikely that the LBC application will be decided in time to apply for the WMT grant before the deadline of 30th June and the aim is now for submission by the next deadline of 31st October. Contractor to provide a revised quote stating stone size in imperial.
Cllr Davis joined the meeting at 6.06pm.
 - e) Christmas Tree Working Group: Working party to be identified and priorities agreed. Cllrs Jowitt, Launchbury, Hadley will be the members of the working party.
 - f) Feedback from tenant meetings regarding allotment boundary and footpath obstruction:
 - (i) Boundary: Cllrs Hicks and Roberts met with the tenant to discuss the concerns about the fruit trees which form the boundary between the plots. In summary, the observations made and actions that were agreed were that the fruit tree leaning over is a Cox and the other three trees are plums or damsons. The Cox is not dying or falling over despite it being staked and is still producing good fruit. The stake has been removed as it was not actually supporting the tree but moving the tree is not really an option as it is too well established, and it would probably kill it. The tenant of the adjacent plot has agreed to prune the branches that overhang, but this cannot be done until late

autumn as this is the best time to prune for the health of the tree. The tenant will also erect a guy rope on the Cox to pull the tree more towards his plot and try and straighten it up.

(ii) Footpath obstruction: The complainant has approached the neighbouring tenant directly to discuss the issue verbally. Assistant Clerk will write at a later date if this does not resolve the issue. Complainant has been informed and agreed to keep the Parish Council informed of any further issues.

- g) Accessibility Audit - update on modification of area adjacent to two benches for wheelchairs and quotation for works: In the absence of Cllr Roberts, this item is held over to the next meeting.
- h) 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 been commenced, and an update will be provided at the next meeting.
- i) Feedback from meeting held with the grave digger to consider recommendation to collaboratively devise a clear plan to maximise remaining burial space. Cllr Roberts and Assistant Clerk met with Andy Stone (grave digger) on 2nd May. It was confirmed that all graves should be laid out with traditional spacing (9' x 4') and with the headstone placed on the grave not behind it. This will maximise the space available and needs to be included in the Council's Cemetery Regulations so that all funeral directors, memorial masons and families are aware. Committee approved the recommendation that an amendment to the regulations to reflect this should be submitted to Full Council for approval.
- j) Rye Crescent Play Area – update following complaint from resident regarding trees: The resident has been contacted advising them that the Assistant Clerk is awaiting feedback from the tree surgeon regarding their recommendations for the tree.
- k) Cemetery Shed boundary fence - update following meeting with resident and Peter Scarrott on 2nd May: Cllr Roberts and the Committee Clerk met with the resident and Peter Scarrott to review the proposed works previously approved at a cost of £385. It was agreed at the meeting that further fencing was required at an approximate cost of £50, totalling £435. Committee Clerk to meet with Peter Scarrott to finalise works and obtain a definitive quote and cost to be communicated to the resident who has agreed to pay half.

6) **Churchyard & Cemeteries:**

- a) **Cemetery Gate:** To consider options to resurface damaged area under gate to Baptist section of cemetery and to note temporary remedial Health and Safety repairs have been carried out by Peter Scarrott under Clerk's Delegated Authority. It was noted that remedial repairs to fill the hole with bark chippings/mulch from allotments have been completed. The cost of the works unconfirmed as invoice has yet to be received but Assistant Clerk advised that will be minimal. Action to obtain a quotation for the area to be slabbed and to dig an animal underpass at the hinge end.

7) **Allotments:**

- a) Identify works and agree actions to carry out repairs to the boundary fence at Springvale Allotments. Having reviewed the Boundary Deeds, clause 3.8 implies that the CDC can charge the Parish Council for carrying out of repairs. CDC to confirm what this clause means in practice and PC to ascertain whether CDC will carry out the repairs required. If this is not the case, quotations for repairs will be obtained. Action to contact CDC to seek clarity on clause 3.8 and determine if they will carry out repairs. If this is not the case, obtain quotations for the work required.

8) **Village Green:**

- a) To note: Planters and Hanging baskets installation and maintenance. Bedding plants have been planted in the three planters and the village Warden has confirmed that The Dial House and The

Chestnut Tree will water the two planters behind the Parish Council notice board over the summer months and The Riverside Café will look after the planter outside their premises. Hanging baskets will be installed on 1st June.

- b) Review of Village Green Hire Policy: It was noted that the policy was reviewed in December 2022 and is therefore due for review in December 2024. The Committee sought clarity on the number and frequency of bookings which they noted is covered under point 4g) in the Village Green Hire Policy.
 - c) Actions following Peter Pulham's retirement: The Current cost is £180 per month for litter picking at The Naight and Melville play areas, Cemetery, Jubilee Orchard and Lych Gate as well as some additional periodic maintenance. It was agreed that an interim arrangement could be put in place and that required protocol is followed to appoint a new contractor.
 - d) To note: Council approved expenditure of £324.90 to re-seed the wildflower area at The Naight: Wildflower seeding was completed on Monday 8th May as part of the 'Big Help Out'.
- 9) **Environmental Action Working Group:** In the absence of Cllr Wareing the minutes from the meeting held on 10th May 2023 will be presented at the next meeting with a summary of recommendations. The agenda for the EAWG meeting on 6th June to include clarification as to how the EAWG reports into this Committee and the process for approval of the recommendations.
Cllr Coventry joined the meeting at 18.42.
- 10) **Council-Led Refill Scheme:** Further clarification of this project to be sought from Environmental Action Working Group.
- 11) **2023/24 Committee Meeting Dates:** The meeting scheduled on Tuesday 19th March at 6pm to move to Wednesday 20th March at 7pm. Whenever possible (i.e., when not scheduled before or after another meeting) could all VEC meetings should start at 6.30pm.
- 12) **Correspondence:**
- a) Email from Allotment tenant regarding the removal of rubble left on the plot by a previous tenant: Peter Scarrott to provide a quotation for disposal of the rubble for approval at the next meeting. At the next allotment rules review, consideration should be given to the holding of a deposit to ensure that plots are left to an acceptable standard at the end of the tenancy.
- 13) **Items to note.** To receive reports for information only.
- a) Victoria Street Green: This item has been transferred from the Highways Committee who have asked that damage to the grass in front of The Old Aquarium is monitored and any actions taken if required. Damage has been caused by cars driving across the grass and the Committee Clerk has written to the owner of The Old Aquarium requesting that cars accessing the property do not drive over the grass.
 - b) Cemetery Lane allotments: The tenant of plot 38B at Cemetery Lane allotments has reported that a tree (T63) in the cemetery is overgrown and affecting the use of her plot as debris and cones are regularly dropping onto her shed and into her water butt. The tenant has cut back a number of overhanging branches but, due to the size of the tree, is making a request for further maintenance to be carried out. The tree was last surveyed by Tretech in October 2021. Include trees in the next planned survey by Tretec and any recommendations for works to the trees to be communicated to the tenant.
 - c) Lych Gate Timbers: GM Decorating started re-painting works at the Lych Gate on 19th May but have reported that the gable end roof timbers are very rotten and in need of attention. They will continue to paint as much as they can when they return but these timbers are too damaged to just be filled/patched up and may need replacing completely. Whilst the materials are unlikely to be very expensive, access to carry out the high-level works will require some form of tower/scaffold. Quote to be obtained from carpenter to carry out the works.

- d) A Piece Hedge allotment tenant has reported that the six plots on the Piece Hedge side of the footpath (i.e., 92 A/B/C & 93 A/B/C) are being adversely affected by the trees on the site which are hindering any growth on large sections of the plots due to the shadows that they cast. The trees will be included in the next planned survey by Treetec and any recommendations for works to the trees will be communicated to the tenants.
- e) Cllr Davis reported that at the Bourton Link/Kings Meadow mini roundabout, vegetation is overgrown and there is very restricted view for lorries entering/exiting the industrial estate and cars. Clerk to confirm whether verge maintenance is included in the GCC Highways contract.
- f) Cllr Launchbury requested that teenagers cutting across the grass on the corner of Station Road be added to the agenda for the next Highways Committee meeting.
- g) Cllr Coventry noted that the grassed area on Rissington Road is not being maintained to the standard that the previous contractor achieved. This item to be raised at the next meeting scheduled for 14th July.

14) **Date of Next Meeting:** Wednesday 28th June at 6.30pm

There being no further business the meeting closed at 7.10pm.