

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Village & Environment Committee Meeting

held at 6.30pm on Wednesday 14th February 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: None

- 1) **Apologies for absence:** Cllr J Jowitt.
- 2) **Declarations of Interest:** None.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 10th January 2024. APPROVED.
- 4) **Public Session:** None in attendance.
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – No report received from GCC Highways. To follow up.
 - b) Metal fence – Welding on the eight points of the metal fence had been rescheduled due to the weather and would now be undertaken week commencing 19th February 2024.
 - c) Rotted roof timbers at Lych Gate – Waiting for recommendations and price to carry out the work on the Lych Gate. Information to be brought to the next VEC meeting.
 - d) Large black litter bins – The recreation inspector will clean the large black litter bins on the village green.
 - e) Round bench under the tree on the village green – A contractor had been asked to quote to paint the round bench. Quote awaited.
 - f) Locations of old signs in the village – The committee noted that all the old Tourist Information signs in the village had been removed.
 - g) Victoria Street bridge – Two 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.
 - h) Redundant highways posts – GCC have been contacted to remove the redundant highways posts along the verge by the Birdland bund. - photos have been emailed to GCC showing location.
 - i) Ditch – ‘To check ditch on the village green,’ has been added onto the Village Green Risk Assessment sheet.
 - j) Explanation on Tourist Levy EMR funds – The Tourist Levy EMR funds had been explained to Parish Councillors, during budget discussions it was agreed to create a new cost centre to the accounts system when the 2024/25 budget is entered into Scribe, so it will be completely separate from VEC in future years.
 - k) War Memorial – To note that the war memorial repairs have been provisionally scheduled to be undertaken in March 2024.
 - l) Purchase of Sound System – The battery powered, Bluetooth PA system with a stand and two microphone stands had been delivered on 19th January 2024 and was stored at the GMCC.
- 6) **Churchyard & Cemeteries:**
 - a) To receive an update relating to the Parish Council’s responsibilities in relation to the fact that the Baptist Cemetery may not be formally closed and to note that the Baptist Minister had been contacted regarding this. - No response from the Baptist Minister to date – Clerk will follow up.
 - b) Large holes in track at the entrance to the Cemetery Lane site & Springvale allotment – The committee received details of costs: Labour £175, hardcore £42.50 + VAT per bulk bag with free delivery from Bence, weekend hire of wacker plate £40.50 + VAT from Fosseyway Hire. The committee agreed a budget spend of up to £350.00. The cost to come out of cost code 2010 Cemetery Lane – maintenance and 2070 Springvale allotments – maintenance.
 - c) Memorial safety inspections: The committee received a summary regarding memorials flagged as unsafe and agreed to make a recommendation to full Council to have one repair to fix cross joints on a headstone in St Lawrence’s churchyard, in the main cemetery to lay flat one headstone, 4 fix cross joints and 14 re-fix foundations to headstones at an estimated cost of £2,617.00. The cost to come out of cost code 2630 St Lawrence’s churchyard and 2550 Cemetery maintenance.
 - d) Grave levelling: The committee approved a cost received for levelling 12 graves at a cost of £65 per grave plus a 2-yard skip at £125 + VAT. Total costs of £905 + VAT on skip. Full Council approval to be sought to

move remaining monies in the 2023/24 budget so they are available in 2024-25 when the work will be completed.

7) **Allotments:**

- a) Cllr Hicks updated the committee on the Men In Sheds making new wooden bays for manure/chippings at the entrance to the Cemetery Lane site. Cllr Launchbury agreed to obtain a quote for the work and Cllr Hadley to submit a grant application to GCC's Greener Gloucestershire Community Climate Change Fund to cover the cost.

8) **Finance:**

- a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report.

9) **Further review of tree policy:** The committee agreed to review the tree policy at the next VEC meeting.

10) **Village Maintenance:**

Village Maintenance Contract: Cllr Roberts agreed to ask the contractor on the progress of the scheduled works.

11) **Village Green:**

- a) Cllr Roberts to contact the contractors for a date when they will reseed and returf the village green as previously quoted. To check that the railings to be removed from the village green had been scheduled for 25.3.2024.
- b) **Bicycle racks:** Cllr Hadley agreed to complete an application to the Greener Gloucestershire Community Climate Change Fund for the provision of bicycle racks. The grant fund available was up to £5,000.00.
- c) **Bonded Surface Under Circular Bench:** To note previous quotations and recommendations for bonded surface repairs, the committee agreed to include this project in the following years Tourist Levy fund. Cllr Launchbury would check if she had any grass matting left which could be used for the area concerned.
- d) **Village Map:** Cllr Hadley agreed to communicate with BBN and ask if they could arrange to have the village map updated.
- e) **Maintenance of slabs along riverside walk:** Cllr Roberts is liaising with a contractor to get a quote.

12) **Xmas tree working group** – A date had been arranged to hold a meeting on 13th March 2024 at 4.30 pm.

13) **Accessibility Audit:**

- a) Dropped kerb – The committee clerk to email the CEO, GCC and Dan Tiffney, GCC for an update on progress of the dropped kerbs as this has been a long outstanding job.

14) **Events:**

- a) Cllr Roberts agreed to light the beacon to commemorate D-Day 80 – 6th June 2024. Arrangements were to be discussed at a meeting on 13th March 2024, straight after the Xmas tree working group.

15) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** To note a working party had been formulated to take forward the project and to agree the specification for the area. To be an agenda item on the next VEC agenda.

16) **Correspondence:**

- a) Email received requesting consideration from allotment holders to not leave litter/bottles in the area, to clear invasive Briony climber from the allotment side and to not remove trees in good condition from the hedgerow on allotment side. The Assistant Clerk to write to allotment holders who had allotments against the hedgerow concerned.

17) **Items to note:**

- a) Back of War Memorial Regeneration Area to be included as an item on the next VEC agenda.
- b) The Victoria Cross plaque was to be cleaned with warm soapy water regularly by the recreation inspector. Wright Signs were to be contacted to see if they could re-paint the red flowers on the plaque.
- c) SLCC were providing a course on climate literacy at a cost of £120.00 plus VAT per person. To be included as an item on the next PC agenda.
- d) To note that GCC had reported that they were looking for Parish & Town Councils to match fund some highways items in the future.
- e) The Parish Council to consider re-naming the Village Environment Committee meeting to the Parish Environment Committee at the Parish Council's AGM.

18) **Date of Next Meeting:** Wednesday 20th March 2024 at 7.00 pm in the Salmonsbury Room.

19) **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 item is confidential as it relates to grave ownership. As such, the press and public are excluded from this part of the meeting.

20) **Garden of Remembrance (Confidential Paper 6):** The committee considered the issue raised regarding a reserved cremated remains plot and agreed to offer the options listed at the meeting and work down from the top of the list.

The meeting closed at 7.52pm.