

## **Bourton-on-the-Water Parish Council**

### **Minutes of a meeting of the Village & Environment Committee Meeting held at 6.30pm on Wednesday 28<sup>th</sup> June 2023 in the Salmonsbury Room, The George Moore Community Centre**

**Those Present:** Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis (arr. 6:43pm), J Jowitt, A Roberts and J Wareing (dep. 7:15pm).

**In Attendance:** Joanna Herbert (Assistant Clerk) and Lizzie Quarterman (Locum Committee Clerk), Cllr L Hicks attended as a non-committee member in a non-voting capacity.

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

- 1) **Apologies for absence:** Cllr L Launchbury.
- 2) **Declarations of Interest:** There were none.
- 3) **To receive and approve the minutes of the meetings held on**
  - a) Wednesday 19<sup>th</sup> April 2023 (approval held over from 24<sup>th</sup> May). The minutes were approved unanimously.
  - b) Wednesday 24<sup>th</sup> May 2023. The minutes were approved unanimously.
- 4) **Public Session:** No members of the public attended the meeting.
- 5) **Matters Arising:**
  - a) Village maintenance contract tender. Quote for re-erecting the village green fence still awaited. Deferred to next meeting. A meeting will be held with the contractors on 14<sup>th</sup> July to discuss any issues with items on the specification.
  - b) Grass verge agreement with GCC Highways. GCC to review their grass cutting requirements and will come back in due course.
  - c) Jubilee Orchard insurance claim for repairs to wall and gate post. The costs have now been paid by the contractor's insurer.
  - d) Repairs to the War Memorial. Funding has been requested from the War Memorials Trust.
  - e) Christmas Tree Working Group. Having been resolved to have a Christmas Tree Working Party, a meeting is to be arranged by Cllr Hadley.
  - f) Accessibility Audit – update on modification of area adjacent to two benches for wheelchairs. More information is being sought for additional locations and advice to be taken regarding the specification of any modifications to satisfy health & safety requirements.
  - g) 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.
  - h) Update to Cemetery Regulations: An updated document was approved by full Council in June. No further action.
  - i) Village Green Hire Policy: Rewording to be decided upon at the next meeting to confirm frequency of bookings.
  - j) Removal of rubble left on allotment plot 23a Cemetery Lane is now complete. No further action.
  - k) Resurface area under Cemetery Gate: Cllr Roberts to confirm if the works completed to fill the trip hazard are sufficient or whether it is necessary to obtain a quote to lay slabs and dig an animal underpass.
  - l) Bourton Link/Kings Meadow mini roundabout vegetation: To be reported to GCC and added to next Highways Committee agenda.
  - m) Treatment of Japanese Knotweed: Another treatment had been completed and is now being monitored by contractor.
  - n) Springvale Allotments: Assistant Clerk is awaiting the Village Warden & the Clean and Green Team's response to help with clearance of brambles behind 13 Springvale.

Note: In a change to the agenda, item 12 was discussed after item 5. The proposal to change the order of the agenda was approved unanimously.

6) **Churchyard & Cemeteries:**

a) **Cemetery Shed Boundary Fence:**

- i) To approve revised quote of £450 to extend the fence at the rear and the side: The proposal was approved unanimously.
- ii) To clear extra soil and vegetation: To approve a 3-yard skip from Budget Skips at £166 +VAT plus labour charge to clear of £170, Total £336. The proposal was approved unanimously.
- iii) To consider additional fence and gate at front of shed. The proposal was not approved.
- iv) To agree amount to be paid by Tenant. The proposal of 50% was approved unanimously.

Cllr Roberts requested that memorial testing at the cemetery and St Lawrences was added to the next agenda so that a schedule could be determined. Updated quotes to be obtained for this work.

b) **Rotted roof timbers at the Lych Gate:** Quote still awaited. Deferred to next meeting.

7) **CCTV (Paper 2):** A proposal to purchase portable CCTV equipment to tackle anti-social behaviour in the village was discussed. It was agreed that this would be deferred to next meeting to allow funding options and other examples of equipment being used to be explored.

8) **Village Green:**

a) Byelaws signs:

- i) To discuss possible requirement for an additional sign on the Village Green (as per 30<sup>th</sup> May Extraordinary Meeting item 23/045(1)): Quote to be obtained by Assistant Clerk.
- ii) To consider installation of a permanent sign on Clapton Row Green: Quote to be obtained by Assistant Clerk.

9) **Allotments:**

- a) Inspections: To be undertaken by Cllrs Hicks and Roberts in July. The proposal was approved unanimously.
- b) Springvale boundary fence: To receive response from Cotswold District Council regarding responsibility for arranging and funding maintenance and repairs and agree further actions (Paper 3): Cllrs Roberts and Davis to attend site meeting with CDC on 10<sup>th</sup> July.

10) **Trees:**

- a) Rye Crescent Play Area (Paper 4): To review tree inspection report on T212 and agree further actions in respect of complaint by resident. It was agreed that no further action was required.
- b) To consider example of Tree Management Policy for the next review of BoWPC policy (Paper 5). The proposal was approved unanimously.
- c) Replacement of Millennium Oak: To consider offer from Cotswold AONB of oak tree sapling. The proposal was approved unanimously.

11) **Jubilee Orchard:** To consider a request in principle from the Village Warden for installation of a new litter bin. The proposal was approved in principle and possible options would need to be investigated so that costs could be obtained. Deferred to next meeting.

12) **Environmental Action Working Group:** In a change to the agenda, this item was discussed after item 5. Cllr Wareing updated the meeting on the various projects being explored by the group.

13) **Correspondence:**

- a) Letter from resident re The Old Aquarium (Paper 6): The proposal to extend the single parking space was not approved as there is no funding available from the Tourist Levy for this work.
- b) Email on bench cleaning (Paper 7): Cllr Roberts to approach the Village Warden and the Clean & Green Team initially regarding help to clean the benches and litter bins.
- c) Push bikes on the Village Green: Assistant Clerk to send a copy of byelaws to Stow police. Provision of bike racks in village centre to be added to next agenda.

14) **Items to note:** There were none.

15) **Date of Next Meeting:** 6.30pm on Wednesday 9<sup>th</sup> August 2023 in the Salmonsbury Room.

**16) 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. The proposal to hold a confidential session was approved unanimously.

**17) Allotments:**

- a) Boundary at Piece Hedge (Confidential Paper 8): To consider issues raised and recommendation by Assistant Clerk. The proposal to instal a grass path to create a clear boundary between two plots was approved unanimously.
- b) To consider proposal to waive an allotment fee: The proposal was approved unanimously.

There being no further business, the meeting closed at 7:41pm.