

**Bourton-on-the-Water Parish Council**  
Council Office, The George Moore Community Centre,  
Moore Road, Bourton-on-the-Water, Glos. GL54 2AZ  
Tel: 01451 820712  
Email: [clerk@bourtononthewaterpc.org.uk](mailto:clerk@bourtononthewaterpc.org.uk)

4<sup>th</sup> June 2021

Dear Councillors,

You are invited to attend a Village Environment Committee meeting to be held on Wednesday 9<sup>th</sup> June 2021 in the Windrush Room at The George Moore Community Centre at 7.00 pm. Given the ongoing social distancing restrictions in place, it would be helpful if members of the public contacted the Council in advance to advise of their intention to attend. In this instance, please contact the Assistant Clerk by telephone or by email on: -

[admin@bourtononthewaterpc.org.uk](mailto:admin@bourtononthewaterpc.org.uk)

Yours sincerely,

*S. Cretney*

Mrs. S. Cretney  
Locum Clerk

**AGENDA**

1. Apologies for absence: Receive
2. Declarations of Interest: Note
3. Minutes of the Village Environment Committee meeting held on 12<sup>th</sup> May 2021: Receive, approve and sign
4. Matters arising: Discuss
5. **Village Maintenance**
  - 5.1 New CDC Litter Bins Note arrangements for the installation of bins by end-June and subsequent addition of bin “wraps” (File-Note circulated). Committee awaiting information from CDC relating to size and type of bins before progressing artwork for the wraps.
  - 5.2 Trees:
    - i) Parish Council trees: Note 3 yearly inspection of Council’s trees is due this year (file-note circulated):
      - consider December 2018 survey and agree timescale/responsibility for inspection, to include St Lawrence’s closed churchyard;
      - consider whether to commission works outstanding from the 2018 survey as a matter of urgency;
      - consider the appointment of a retained tree surgeon for the next 3 year period;
    - ii) Jubilee Orchard: Consider report from Volunteer Tree Warden relating to work required at Jubilee Orchard outside the scope of the Tree Survey, and agree action/responsibility for works;
    - iii) GCC: Ash Die-Back consultation: Consider consultation information iro re-planting scheme and agree response for approval by Council in July (deadline 31<sup>st</sup> July);
  - 5.3 Signage:
    - i) Bye-Laws sign: Consider and agree location/responsibility for installation for a new sign (costs approved);
    - ii) Village Green signage: Agree date and responsibility for an inspection of all village centre signage in order to identify further works or modifications required;
    - iii) Note Paxweld quote awaited for works required to refurbish the Village Sign sign fixings;
  - 5.4 Accessibility Audit: Note Accessible Glos quote of £200 per day for an accessibility audit and consider sample report from Stroud audit; consider instruction, and scope of area to be audited, if instruction is confirmed;
  - 5.5 Maintenance Man Contract Consider the appointment of Peter Scarrott as the Council’s retained maintenance man (draft contract circulated) and delegate authority to the office for instructing minor works in order to speed up the process for actioning essential and minor repairs; (major works to be subject to prior quotation and separate instruction);
  - 5.6 Clapton Row Village Green: Consider resident report of damage, and re-consider future protection of Green (matter held over from previous meetings);

5.7 Christmas display: Consider arrangements for 2021 Christmas display (Tree and Street Lights) – receive report from Cllr Hadley; note electrician (C Bolger) recommendation that some tree lights require replacement – quote for replacement light strings is awaited; agree supplier for tree and confirm order;

5.8 CDC Welcome Back Fund: Consider schemes for which a grant funding application may be suitable (grant information circulated);

6. **Burials**

6.1 Cemetery Shed Consider quotations for new 12' x 10' shed (2 quotes circulated) and agree supplier/arrangements for demolishing/clearing existing shed and installing new shed;

6.2 St Lawrence's Churchyard Agree date and responsibility for July H&S inspection of Cemetery and St Lawrence's closed churchyard (inspection template circulated)

7. **Allotments**

7.1 Cemetery Lane

- Consider tenant (29b) proposal for a traditional Surplus Produce stall to be located at the entrance, to be run by tenants;

- Consider tenant (30a) request for a new shed – note no structures on the plot at present;

7.2 Springvale

- Note P. Scarrott has been instructed by the office to make minor repairs to sign on footpath boundary;

- Consider adjacent resident report of damage to boundary fence caused by trees on the fallow section of the allotments; agree action (inspection/works instruction etc);

8. Any Other Business.

9. Date of Next Meeting – Wednesday 14<sup>th</sup> July 2021 at 7.00 pm.

Projects Held Over:

- New Burial Space
- Potential formation of Allotment Association