

Bourton-on-the-Water Parish Council

Minutes of a meeting of the Village & Environment Committee Meeting
held at 6pm on Wednesday 16th November 2022

in the Windrush Room, The George Moore Community Centre

Those Present: Cllr Hadley (Chairman), Cllrs L Hicks and B Wragge.

In Attendance: Sharon Henley (Clerk).

Members of Public: There were none present.

- 1) Apologies for absence: Cllr A Roberts, J Wareing. Cllr S Coventry was absent.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the meeting held on 28th September 2022. APPROVED.
- 4) Public Session: None present.
- 5) Matters Arising:
 - a) Tree works including tree outside Bourtanical: All tree works instructed from the 2021 and 2022 surveys were now complete, including the additional work outside Bourtanical T97 and the weeping willow on the Village Green T73 which was crown lifted.
 - b) Installation of new village signs: The signs were ready for installation but the quote approved had not included removal of the old signs which was at an additional £400. The Clerk was instructed to ask the contractor to remove the old signs for the additional cost.
 - c) Repair of gate by the Cemetery: Complete.
 - d) Fix of bench in Cemetery into place and secure into ground: Complete.
 - e) Repainting of Lych Gate: The contractor has been instructed, work to be completed in better weather but prior to the end of the financial year.
 - f) Damage to stone edge by riverbank: Urgent work was completed but Cllr Roberts thought that more extensive repairs were required to the riverbank walls. He would speak to the walling contractor for a quote as this proposal had been included as part of a grant funding request to CDC's Rural England Prosperity Fund.
 - g) Village maintenance contract tender: Advertised with a closing date of 5th December. No tenders had been received as yet.
 - h) Grass verge cutting agreement with GCC Highways: The agreement approved by Council had been signed and sent back to Highways but there had been no response as yet.
 - i) Meeting with contractor to review worst areas of wear on Village Green: Cllrs Hadley and Roberts met with the contractor and obtained a quote which was put forward for funding by the Tourist Levy.
 - j) Cutting of hedge at The Naight: Complete.
 - k) Treatment of Japanese Knotweed: The contractor reported that treatment had been effective and they would continue to carry out the treatments as instructed.
 - l) Bench opposite Marshmouth Lane: GCC had installed the bench. The contractor had been instructed to paint and this would take place in the spring.
- 6) Churchyard & Cemeteries:
 - a) Dismantling of the old cemetery shed and building of new shed:
 - i) To note that removal of asbestos roof panels was required at a cost of £495 + VAT and approved by Clerk's delegated authority. Noted.
 - ii) Additional contractor costs of £481 were required for clearing and removal of items in shed for health and safety reasons. Approved by Clerk's delegated authority – Committee to ratify, make budgetary provision and approve invoice for payment at a total cost of £1,931 (Paper 1a). The invoice was APPROVED for immediate payment following the meeting.
 - iii) New Cemetery Shed (Papers 1b & c):
 - (1) To review temporary fence erected by contractor and proposals from allotment plotholder for alternative arrangements. The Clerk updated on the work and suggestions by the adjacent allotment plotholder. Following discussion, it was agreed that the Clerk and Cllr Hicks should meet the plotholder on site to discuss.

(2) To consider recommendation to erect a sign on the shed. The contractor recommended a sign stating that there are no valuables held in the shed. It was agreed to purchase a self-adhesive sign. Cllr Hicks to source and advise the Clerk.

(3) To determine condition of old benches on site and also the following (Papers 1d & e):

(a) Whether Village Warden should be requested to apply wood preserver and agree costs. APPROVED and the Clerk to contact the Village Warden to request.

(b) Locations and arrangements for installation. It was previously agreed to trial putting the benches in the Jubilee Gardens in the spring. Hacklings to be requested to assist nearer the time.

b) Burial Fees (Paper 2d): Review of current schedule of fees, with reference to charging for memorial plaques in Ashes Garden and Village Green circular bench. The Committee APPROVED for the fee for the memorial plaque to be listed as 'POA' (Price on application) to cover rising supplier costs. The bench on the Village Green to be included in the memorial plaque listing. All other costs to remain the same as they were reviewed in July.

7) Allotments:

a) Allotment Annual Rents: To review annual fee of £21 per plot for 2023-2024. Committee APPROVED an increase of £1 per plot per year. The Assistant Clerk was requested to research other local council allotments to determine local rates and report to VEC prior to reviewing charges for the following year.

b) Allotments Rules (2a & b): To review rules for 2023-2024. Committee APPROVED the inclusion of wording stating that 'water pumps are not permitted to be used' to reflect signage already on site.

c) Moreton Show: Cllrs Robert and Hicks to make proposals for use of £75 prize money. Some allotment tenants had been consulted and it was agreed to put some permanent A4 signs to replace the laminated signs in the bays. Cllr Hicks to request Men in Sheds to make the signs and the money to be donated to their organisation.

8) Village Green:

a) Village Green risk assessment (Paper 3): To review recommendations and agree further actions. It was noted that the weeping willow by the war memorial had since been trimmed by Treotech. The Committee agreed to wait until a decision had been made on the Tourist Levy funding as many actions listed would be covered by funding proposals. Following that, the Committee to review any remaining works required.

b) War Memorial (Paper 4): To review quote for repairs at £560 and determine further actions. The Clerk to seek advice from the War Memorials Trust prior to progressing repairs. It was recommended that this project was added to the 2023-24 budget. The contractor to be informed of these actions.

c) Boulder on bridge opposite Motor Museum (Papers 5a & b): To note recent remedial actions and determine any further actions required. The boulder had been knocked out of place, presumably by a vehicle, which left a trip hazard. A contractor had replaced the heavy boulder but this had now happened several times. This area of the Village Green was included in the grant application to CDC's Rural England Prosperity Fund and it was thought that a path and railings could be installed next to the road which would enable the boulder to be removed.

d) Village Green Hire Policy (Paper 6): To review draft updated policy. Committee APPROVED the draft document.

e) Christmas Tree:

i) To receive update from the Clerk on arrangements. The Clerk updated the Committee.

ii) To approve hire of telehandler for use on the road during set-up at a cost of £334, including delivery. Fuel to be an additional cost. NB a separate hire would be required for take-down. APPROVED.

iii) To approve plant and motor insurance for telehandler for set up and take down with JCB (Paper 7) at a cost of £116.70 for each event. A total of £233.40 APPROVED.

iv) Costs (Paper 8): To review a cost breakdown against budget and agree any adjustments required. There were total estimated net costs of £3,451.10 against a budget of £3,060. The Clerk to enquire with the electrician whether the tree and lights could both be installed at the same time

next year with a view to making cost-savings. The Clerk to review the draft budget for 2023-24 to ensure there were sufficient funds.

- 9) Land and asset ownership (Paper 9): To review plan and agree any additional items to be added to the Asset Register for approval by full Council. The plan from the transfer of public open spaces from Bloor Homes was reviewed. It was APPROVED that the fence by Stanway Green and 6no. wooden bollards at Croome Gardens should be added to the Asset Register. The Clerk to liaise with CDC to determine ownership of the fence around the attenuation pond and request the replacement of one of the life rings at Stanway Green, which was under their responsibility.
- 10) Stanway Green: Approval for Clerk to contact property owner to request removal of builder's waste materials. The Clerk to write to the property owner to request removal as this was on parish council land without permission.
- 11) Environmental Action Working Group: To receive any updates from Cllr Wareing. This was deferred as Cllr Wareing was absent. The Clerk had advised Cllr Wareing that agendas and minutes should be published along with all other council documents on the website and noticeboard to ensure members of the public were aware.
- 12) Correspondence:
 - a) Allotment plot 11b: To review recent correspondence and requests in relation to shed. This update was omitted from the meeting in error. Post-meeting update by the Clerk: The matter had been reviewed on 9th November the Clerk and Cllr Roberts. The Clerk to respond to the plotholder to apologise that prior notification of tree works along the allotment boundary had not been given. Also, to advise that the shed was the responsibility of the plotholder during their tenancy and it was found to be in a reasonable condition when inspected on site.
 - b) CDC suggested moving the recycling bins from the Rissington Road car park to the Community Centre car park. It was thought that this would not be a suitable location, given the busy nature of the site and previous vandalism and anti-social behaviour. It was suggested that the Co-Op could be approached by CDC with a view to using their car park.
- 13) Frequency of Meetings: To review current schedule of monthly meetings as per recommendation by Council. Committee APPROVED the cancellation of the December meeting and future meetings to be rescheduled at 6 weekly intervals following the 11th January meeting. It was agreed to hold an Extraordinary meeting at 7pm on Wednesday 14th December to enable the grounds maintenance contract tenders to be discussed.
- 14) Items to note only:
 - a) Hole in the wall at the Churchyard, plus two other separate small holes required urgent repair by Matthew Joynes (pic in Dropbox). Costs of £780 + VAT. Clerk has instructed under delegated authority. This was noted and it was APPROVED that £480 from the Jubilee Gardens Maintenance budget to be used and the remainder from Contingency.
 - b) Remembrance Day: The volunteer who supplied the PA system had difficulty in finding a suitable electrical supply as the parish council's small generator was too noisy. Cllr Hicks to investigate the cost of adding an additional electrical connection nearer the war memorial with the electrician.
- 15) Date of Next Meeting – Extraordinary meeting at 7.00pm on Wednesday 14th December in the Windrush Room and next full meeting at 7.00pm on Wednesday 11th January in the Salmonsbury Room.
- 16) **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 allotment tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED, there were none present.**
- 17) Allotments inspections (Confidential paper 10): To review report and recommendations and agree further actions. The report was reviewed and the committee APPROVED for Cllr Roberts to work with the Assistant Clerk on recommended actions.

There being no further business the meeting closed at 18.48 hours.

