

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

### **Minutes of the Meeting of the Village & Environment Committee Meeting**

**held at 7pm on Wednesday 8<sup>th</sup> November 2023 in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllr B Hadley (Chairman), Cllrs A Davis, L Hicks, J Jowitt, L Launchbury, A Roberts.

**In Attendance:** Sharon Henley (Clerk), Vanessa Oliveri (Committee Clerk & minute-taker).

**Members of Public: None**

- 1) **Apologies for absence:** Cllr S Coventry.
- 2) **Declarations of Interest:** None.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 27<sup>th</sup> September 2023.**  
APPROVED.
- 4) **Public Session:** There were none.
- 5) **Matters Arising:**
  - a) Grass verge agreement with GCC Highways. – To receive an update from GCC Highways. Clerk to Chase Dan Tiffney. Cllr Davis notified the committee that the metal fencing close to the pond in Meadow Way needs repairing (bending back). Check with Pete Scarrott to see if he can repair this, may need welding. It was noted that banners were being erected on the metal fencing on the A429. The Committee Clerk to ask Harrison Hardie to remove them.
  - b) Purchase of sound system - full Council agreed that Cllr Jowitt should research costs and specification for further consideration by full Council. Ongoing by Cllr Jowitt.
  - c) Weed and tidy of Jubilee Garden beds. BPC approved £1,500.00 expenditure to weed and tidy this area. Assistant Clerk has approached a list of contractors, but no additional quotes have been received so far since the initial one from idverde. One other contractor has agreed to quote, will meet the Clerk on Thursday 16<sup>th</sup> Nov. A specification of planting was required.
  - d) Cut back Station Road hedge at traffic lights. Completed.
  - e) Damage to boundary fence bordering Greystones Lane: Cllr Roberts to update. Actioned and complete.
  - f) Cleaning of War Memorial and removal of wreaths prior to Remembrance Sunday. Done by Dave Perry.
  - g) Memorial Testing at Cemetery and St Lawrences: Memorial testing notice has been displayed & works booked with Memsafe for week beginning 15<sup>th</sup> January.
  - h) Rotted roof timbers at Lych Gate: Quote requested following investigative works. Investigative works instructed but it may not be done before Christmas due to Paul Honour's workload.
  - i) Steve Cotton, CDC has been asked to speak to people to not make dams in the river or remove any of the riverside stonework.
  - j) A request had been made to Pulhams Coaches to provide a double set of timetables at bus stops.
  - k) Pete Scarrott has been instructed to repair post and wire fence at Piece Hedge allotments.
  - l) Pete Scarrott has cleaned out the drainage area alongside the Jubilee Orchard wall.
  - m) To receive an update on the water feature at Springvale allotments. - Discussed at item 11(d).
- 6) **Finance:**
  - a) To note the current Burials & Allotments and Village Maintenance Summary Report (Paper 1) and the Earmarked Reserves report (Paper 2). Noted.
  - b) It was noted that a workshop had been arranged for 2pm on Wednesday 15<sup>th</sup> November in the Salmonsbury Room to further review the draft budget for 2024/25. Cllrs Hadley, Hicks, Jowitt and Launchbury (tbc) to attend. Recommendations to be reviewed at the Extraordinary F&G meeting on Monday 20<sup>th</sup> November.
- 7) **War Memorial:**
  - a) The committee noted that Pete Scarrott had already cleared the war memorial ditch. It was further scheduled to be cleared twice yearly unless it required clearing in between. To be monitored.

**8) Churchyard & Cemeteries:**

- a) Baptist Cemetery Gate: Recess of hasp further into the stonework – The committee noted that Paul Honour had agreed to do this work free of charge whilst carrying out investigations at the Lych Gate.
- b) Cutting of Jubilee Garden of Remembrance – The email received regarding mowing of the Jubilee Garden of Remembrance had been considered at the November Council meeting and a response had been sent. The maintenance of the Jubilee Garden was being progressed as at item 5(c).

**9) Village Maintenance:**

- a) Bench cleaning: The committee discussed the cleaning material required to clean the village benches and agreed that diluted hot soapy water was to be used. The Cubs had agreed to undertake this work.

**10) Village Green:**

- a) Byelaws signs: Cllr A Roberts agreed to have a look at where an additional temporary sign could be installed at the Victoria Street green and would report back.
- b) Cllr Roberts had arranged a date with the maintenance contractors to confirm the details on the scope of works to scarify, reseed, and returf where necessary as per the quotation received at the November PC meeting. To be funded by existing Tourist Levy monies.
- c) Cllr Jowitt to research previous paper produced on the regeneration of the area in front of the willow tree to be reconsidered by VEC at a later meeting.
- d) Cllrs Hadley and Hicks updated the committee with the information discussed at the Christmas Tree Working Group held earlier in the evening. A first aider was required for the Christmas Lights switch on, Friday 1<sup>st</sup> December. The Cotswold First Aid can attend from 16.15-17.15 at a cost of £95 + VAT including ambulance or first responder. The committee unanimously approved the cost for a first aider at a cost of £95.00 plus VAT and agreed the cost could come from Christmas lights budget. Cllr Hicks agreed to request the forms and invoice to be sent to the Clerk.  
The Christmas tree was to be collected on Friday 17<sup>th</sup> November and to be put in place on Saturday 18<sup>th</sup> November. The lights were to be put on the tree on Friday 24<sup>th</sup> November and an official light switch on had been arranged for Friday 1<sup>st</sup> December. Local businesses and shops were to remain open until later that evening.

**11) Allotments:**

- a) Cllrs Hicks and Roberts agreed to inspect the allotments late November. (Date to be confirmed).
- b) To receive and approve a draft agreement for each allotment holder to sign in place of current rules (Paper 5). The committee noted that Scribe Allotments package had been approved for purchase at the Parish Council meeting and the Assistant Clerk and Clerk have undertaken training. The Assistant Clerk had made good progress in setting up the information and Scribe had imported the existing spreadsheet info. Item 21 add new clause 'these clauses must be read in conjunction with the site specific rules at appendices a (Springvale) and b. At the end, the word Rules swapped out for clauses and appendices are a, b and c for each allotment site. Assistant Clerk to circulate final draft to committee members for approval prior to issuing to tenants.
- c) The committee received and unanimously approved a quotation for two aluminium composite signs for the Cemetery Lane allotments to be positioned on both sides of the gate onto Greystones Lane, 'Please Close and Bolt the Gate' at a cost of £60.00.
- d) Tenant at Springvale – water feature: The committee noted picture evidence which had been provided of a frog and frogspawn in response to a committee request to provide evidence of wildlife in the bathtubs on his plot. As this installation pre-dated the existing lease with CDC the committee agreed that the installation could remain.

**12) Accessibility Audit:**

- a) Funding application for Inclusion Gloucestershire – Cllr Davis reported that the funding application was not going ahead as there was an alternative being progressed with CNL. To be progressed by Highways Committee on their next agenda.
- b) Dropped kerb – GCC hadn't provided any updates. Cllr Roberts agreed to follow up with Dan Tiffney.
- c) Extra slab for seating near the river. Cllr Roberts to progress.

**13) Bicycle racks:** To be assessed during the next Village Green risk assessment.

**14) Events:**

- a) The committee agreed to commemorate D-Day 80 – 6<sup>th</sup> June 2024 by joining in with lighting the Parish Council's beacon at 9.15pm on the day. Cllr Hadley agreed to approach Hacklings for suggestions on a new band for the beacon or a new band to be purchased.

**15) Trees:** Cllr Roberts met Treotech on site to request crown lift of T75, T76 and T77 on the Village Green which have lower branches hanging over the footpath. A quotation for the works required had been received at a cost of £800.80. The committee unanimously approved the quotation received and agreed for Treotech to schedule the work into their diary.

A quotation was also received today from Treotech for T111 (large field maple) at Piece Hedge Allotments, adjacent to the Vicarage which was making too much shade on allotments. The cost of the work required on the T111 to crown raise was at a cost of £475 + VAT. The committee agreed for this quote to be added to the December Parish Council agenda for approval.

**16) Environmental Action Working Group:** The committee agreed to review this at the start of 2024 with a review to restarting the group. Cllr Wareing to be approached.

**17) Correspondence:**

- a) A letter of complaint had been received regarding Piece Hedge. The letter suggested the contractor had been insufficiently briefed for works in the village. This was to be highlighted to the contractor at the next meeting. The hedge from Moore Road to the church also required cutting back – Cllr Roberts would remind the contractor of this work. The hedge which required cutting back alongside the footpath at the top of Station Road was GCC Highways responsibility. The Committee Clerk was to report this on [www.fixmystreet.com](http://www.fixmystreet.com). The committee noted Helen Cooke was bagging up the leaves off the pavements and highways which was green waste which isn't then being removed by CDC.

- b) An email from a resident and the Police response on duck carcasses being left in a heap on the side of the Cold Aston Lane had been received. The committee noted the response – no further action required.

**18) Items to note.** The committee noted that the last Village Green Risk Assessment had been completed in Oct 2022 by Cllrs Hadley, Hicks and Roberts. It was noted that this should be done annually, a date was set for the annual inspection and risk assessment on Wednesday 22<sup>nd</sup> November 2022 at 9.00 am by Cllrs Hadley, Hicks, Roberts.

The committee agreed that the benches at Jubilee Gardens were to be put away by Steve Cotton and stored in Cemetery Shed. Cllr Hicks agreed to arrange this. Dave Perry was to use algae cleaner whilst they are in storage, if this is required. Cllr Hicks to review.

Cllr Hicks notified the committee that Play Rangers highlighted the lack of drainage at Melville play area. This was to be added to the next agenda for consideration.

Tourist Levy – The committee agreed for a budget sheet be produced for each month's full Parish Council meeting.

It was noted at the last YWB meeting the committee discussed the brewery lights on the Fosseyway being left on late at night. It was agreed to write to Lower Slaughter PC to request that this is addressed.

There had also been two complaints of noise.

**19) Date of Next Meeting:** The next scheduled meeting is 7pm on Wednesday 10<sup>th</sup> January 2024 in the Salmonsbury Room.

There being no further business the meeting closed at 20.11 hours.