

# Bourton-on-the-Water Parish Council

Minutes of the meeting of the Village Environment Committee held at 7pm on Wednesday 8<sup>th</sup>  
December 2021 in the Salmonsbury Room, The George Moore Community Centre

**Those Present:** Cllr P Millett (Chairman), Cllrs L Hicks, A Roberts (minute-taker), B Wragge

**Members of Public:** None

- 1) Apologies for absence: Cllrs B Hadley and S Coventry
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the Village & Community Committee Meeting held on 10<sup>th</sup> November 2021. It was proposed by Cllr Millett, seconded by Cllr Roberts and unanimously approved that the draft minutes would be accepted with amendments as follows:
  - 4f. Line 2. *"Cllrs Hicks and Cllr Roberts have measured the area and this is in hand. Clerk to add to next agenda for VEC."*
  - 5a. Line 3. *"..... Clerk to encourage local tree surgeons to obtain....."*
  - 5b. Line 5. *".... workshop to extend the fence to its full length at an approx. cost of £500." Delete "with no gate ...." etc*
  - 5c. Line 5. Delete 'Summer' insert 'summer'
  - 5d. Line 4. delete 'trunk', insert 'stump'
  - 5f. Line 3. *"..... the entrance to Rye Close. Clerk to add this to the next VEC agenda."*
  - 5h. Line 2. *"Clerk to notify adjoining landowner and seek advice from...."*
  - 7b. The following to be inserted after line 2. *"A request was made by an existing plot-holder to take over plot 40b which had become vacant. They had helped the tenant to work it previously and wished to continue working it in addition to their own plot. It was agreed to offer the plot-holder the choice of one of the two plots in recognition of the long waiting list."*
  - 7c(i) Line 3. Delete 'well being' insert 'wellbeing'
  - 8b. Line 2. *"It was agreed that the Clerk should write to the plot-holder"*
- 4) Matters Arising:
  - a) Installation of Village Green railings: It was noticed that some fence posts were the wrong way around and the signs were on the inside of the fence. Bibury have promised to correct this and will fit replacement bolts to replace missing or damaged ones. Some replacement caps are also needed. They will liaise with the Assistant Clerk to get these ordered.
  - b) Removal of Len Hill Memorial: The 30 days for the display of the public notice has elapsed so confirmation has been sent to the Diocese and we await further updates.
  - c) Allotments Rents for 2022: Full Council agreed to a rise to £21 per half plot and the Assistant Clerk has advised tenants with the annual rent requests.
  - d) Amendment of Allotment Rules for 2022. One amendment regarding vacant plots had already been agreed by full Council. Further amendments may be required in the New Year once CDC had agreed changes to the Springvale lease.
  - e) Quote from Bibury Landscapes work following Cemetery Risk Assessment: This has been approved by full Council and Bibury have been instructed to carry out the work.
  - f) Meeting to discuss CDC Trial of Bins. This took place on 7<sup>th</sup> December with representatives of CDC and Ubico and Cllrs Hadley, Hicks and Millett attending. The meeting discussed the challenges of disposing of packaging and recycling. Too many cardboard boxes were still being used for food sales and customers were not always offered the choice of paper wrapping. There had initially been problems with the contents of the bottle and can recycling bins actually going for recycling, however, this had now been resolved and items

were now correctly recycled. Standardisation of bin size and colour was discussed (black being preferred). Cllrs Hadley and Millett will arrange a site meeting with Ubico to discuss options for replacements. In summer months, moving the last daily litter collection to later in the evening would reduce the chance of litter left overnight being scattered by birds or vermin.

- g) Tree clearance work at Springvale allotments. The administrators of GCC's Thriving Communities have confirmed that grant funding can be used for this work. The Clerk was requested to obtain two quotes for the required work on site. This was proposed by Cllr Millett, seconded by Cllr Hicks and approved unanimously.

## 5) Village Maintenance

### a) Tree Survey

- i) To review survey and agree further actions required. (Papers 1a, b, c, d, e & f)  
The Committee reviewed the report and decided that the following trees; T16, T17, T30, T33, T51, T64, T65, T71 and T72 should be attended to within the next 6 months. T73, T83 and T87 should be dealt with as soon as practicable as they were in high risk areas. The Clerk was requested to obtain quotes from two contractors, with timescales for the work. Proposed by Cllr Millett, seconded by Cllr Wragge and unanimously approved. It was noted that trees on other Parish land had not been included in the survey e.g. riverside walk from Mill Bridge to Coronation Bridge and Clapton Green. This needed investigating.
- ii) To note that Treotech have been instructed on work to T57 sorbus to fell to ground level at a cost of £387.66 + VAT to be funded by Tree Work earmarked reserves, as agreed at full Council meeting.

- b) Tree Management Policy: To review updated draft document and agree further actions for recommendation to full Council. (Paper 2) The Committee agreed the wording and recommended the document be reviewed by full Council in January.
- c) Work at Jubilee Orchard: To consider quote from Treotech for £393.75 and agree further actions (Paper 3). To be funded by Tree Work earmarked reserves. It was proposed by Cllr Roberts and seconded by Cllr Millett that this quote was accepted and put to full Council for final approval. Approved unanimously.
- d) Replacement bench at the entrance to Rye Close: To review GCC application form and determine whether to proceed with an application (Paper 4). It was agreed that Cllrs Wragge and Roberts would carry out a thorough assessment of the bench and others along Rissington Road before deciding on repainting or replacement.
- e) To consider request from a parishioner to plant a tree in the Jubilee Orchard in honour of the Queen's Jubilee. The Committee were happy in principle but would like to be kept fully informed, nearer the time, regarding the type of tree to be chosen and location within the orchard.
- f) Replacement of signposts around the Village Green: It was decided to defer discussion on this until the January meeting
- g) Repainting of ironwork around the Village Green:
  - i) To note full Council approval to include this work as part of an application to GCC's Build Back Better fund (deadline 17<sup>th</sup> December)
  - ii) To agree scope of work and specification for repainting quote. It was agreed that Cllrs Millett, Roberts and Wragge would conduct a site visit to determine the scope of works so that the Clerk could obtain a quote in time to meet the grant deadline.
- h) Memorial Plaques: To note full Council approval for installation of plaques on the circular seat around Tree T87 large beech tree on the Village Green and agree further actions. The Committee decided that, as with the cemetery plaques, the Assistant Clerk would take the

wording from the applicant, send it to the plaque supplier and the supplier would invoice the customer direct. The wording should be in the similar style as to other riverside bench plaques.

6) Churchyard & Cemeteries

- a) Burial Consultant: To review the following in connection with providing additional burial space in the parish:
  - i) To note the initial report and plan from Cemetery Development Services (Papers 5a & b)
  - ii) Quotation for £2,800 + VAT to complete a screening exercise to identify suitable sites in the parish. To be added to the budget for 2022-23 if approved.

The Committee decided that in view of the size of such a project and potential costs involved, (estimated at £250,000 to obtain 1 to 1.5 acres of burial land), this matter should be raised at the full Council meeting in January.

7) Allotments

- a) Cemetery Lane asbestos removal:
  - i) The Committee noted that work has been completed.
  - ii) The Committee noted that the new plot-holder of 24b has agreed to retain the existing shed following asbestos removal.
- b) To review updated Plot Map for Piece Hedge Allotments (Paper 6). The Committee accepted the new plot map. Cllr Roberts would provide the Assistant Clerk with the Excel spreadsheet master copy.

8) Village Green

- a) Christmas Tree:
  - i) To receive update on installation and agree to source a quote for a new metal collar for the base. The tree was installed and then had to be re-fixed upright after the storm of 26/27 November. The trunk needed to be fixed in the metal base more securely. The Clerk was requested to obtain a quote for a new metal collar for the tree base. Proposed by Cllr Millett, seconded by Cllr Wragge and agreed unanimously. (It is planned that the electrician will remove the lights on 6th Jan and the tree will be removed on Sat 8th Jan.)
  - ii) To review electrician's report on issues with electrical ducting and agree further actions. (Paper 7) There was a blockage in the pipe duct under the village green and it was difficult feeding the cable through. The Clerk was requested to obtain a quote to get the duct cleared at some time after 6<sup>th</sup> of January but before the railings came down. Proposed by Cllr Millett, seconded by Cllr Wragge and agreed unanimously.
- b) To review Village Green Policy for hirers and agree any amendments required (Paper 8).  
The Committee reviewed the paper and decided that no further amendments were required.

9) Correspondence:

- (a) Email from Piece Hedge allotment plot-holder regarding tree removal (Paper 9) There is a large tree on the western boundary overshadowing the allotments as well as 2/3 other smaller trees shadowing plots. The Clerk was requested to obtain quotes to have the trees reduced in height or felled. Proposed by Cllr Roberts, seconded by Cllr Hicks and agreed unanimously.

10) Any Other Business (items to note only)

- (a) The cemetery shed was broken into over the weekend 4/5 December and the door smashed. Reported to the police and Pete Scarrott was asked to make the doors safe.
- (b) The Accessibility Audit report should soon be presented to Council. The draft copy had highlighted problems with dropped kerbs and wheelchair access to riverside benches.

11) Date of Next Meeting – Wednesday 12<sup>th</sup> January 2022 at 7.00 pm.

There being no further business the meeting closed at 20:32