

Minutes of a meeting of the Village Environment Committee
held at 7pm on Wednesday 14th July 2021 in the Salmonsbury Room, George Moore Community Centre

Those Present: Cllr A Roberts (Vice Chairman – chair of the meeting), Cllrs S Coventry, B Hadley, B Wragge
In Attendance: Sharon Henley, Clerk
Members of Public: Cllr Davis attended in a non-voting capacity.

1. **Apologies for absence:** Cllrs L Hicks and P Millett.
2. **Declarations of Interest:** There were none.
3. **Minutes of the Village Environment Committee meeting held on 9th June 2021:** Standing Orders were suspended to receive input from Cllr Davis. She proposed item 5.2 Trees i)a) final paragraph to including the wording 'where the ownership was uncertain, affecting highway visibility or accessibility issues.' 5.3 ii) final paragraph to refer to improving 'parish' signage rather than 'village'. 5.6 Cllr Davis..... delete 'Quarry Working Group' and add 'so this may enable access to any stone if required'. 5.8 final paragraph to end 'to inform her representation on GMTF'.
With the above amendments Cllr Roberts proposed to approve the minutes, Cllr Hadley seconded and they were unanimously APPROVED.
4. **Matters arising:**
 - a. **Bye-Law Signs** – now installed as agreed. Noted.
 - b. **Updated Maintenance Services Contract.** Now amended to be more gender neutral.
 - c. **Christmas Tree:** Cllr Hadley had approached the previous contractor to install the tree in the river but they were unable to help this year. It was agreed that Cllr Hadley would seek a quote from Pete Scarrott and Dale Hackling.
5. **Village Maintenance**
 - a. **Agree date and working party to remove all COVID signs around the Village.** Two sessions were arranged with Cllrs Hadley, Roberts, Wragge and Davis to clear the signs between them on Tuesday 20th and Wednesday 21st July.
 - b. **The Queens Platinum Celebrations in June 2022: Arrange a working party to consider what events the Village will hold to celebrate this.** The event would be held on the long Bank Holiday from 2nd June to 5th June 2022. Dale Hackling had agreed to light the Beacon and John Hackling was willing to put flags up along the river, starting at the end of April. An advertisement for volunteers would be in the August Bourton Browser. After discussion it was agreed in principal to repeat commemorations from the Diamond Jubilee 10 years ago, possibly run over 4 days. Ideas highlighted were a flotilla down the river, mugs for schoolchildren, medals, a concert, parade or carnival. It was agreed to wait for responses from the Browser advertisement before progressing further.
 - c. **Vegetation at the mini roundabout on Meadow Way:** It was confirmed that this land did not belong to the Parish Council so it was thought that monies should not be spent on clearance. The Clerk to write to Wendy Grey at GCC Highways to check who was responsible and request the owners to add it to a clearance programme and return to a grass verge. The hedge on Meadow Way roundabout towards Kings Meadow to also be included.
Standing order were suspended for Cllr Davis to request cutting back around the Station Road street name sign. The Clerk was asked to check who owned the land and make the request. In addition, to ask Highways to clear the road sign at the junction of Station Road.
 - d. **Village Green Drain with an angled trash screen:** Cllr Roberts had obtained a quote from a specialised company for around £600. In the meantime he had found the old screen in the mud and had fitted it back and will monitor.
 - e. **New CDC Litter Bins:** Progress on 'bin wraps'. Cllr Hadley to chase the school on progress with designs. Cllr Roberts confirmed that the new bins were a pilot scheme to assess over the summer and CDC may look at harmonising the design of the bins.

- f. **Christmas Tree Lights:** Purchase if agreed at Council meeting. It was noted that Council had agreed the purchase at a cost of £500.
- g. **Tree Management:**
 - i. **Tree Survey and Works: Update on progress of obtaining quotes from relevant contractors with a view to completing a tree survey and works arising:** The Clerk had circulated details of quotes and information received from contractors immediately prior to the meeting. It was agreed to hold further consideration over until the next meeting for final information to be collated. The Clerk to check with Stow TC on their arrangements for retaining their tree surgeon. Cllr Hadley to confirm the total number of trees to be included from the Churchyard and Cemetery in addition to the 56 previously included.
 - ii. **Jubilee Orchard:** A quote had been received for £420. The Clerk to circulate the specification for the work for the next meeting.
- h. **Village Green Signage: To agree on plans for survey.** The Committee arranged a village walk around for Monday 26th July at 7pm.
- i. **Accessibility Audit:** To note that Y&W Cttee to take on responsibility. Noted.
- j. **Poor surface drainage by the side of Paynes Footbridge (opposite The Croft): Consider installation of a 'French drain'.** The Clerk to request a quote from Pete Scarrott to fit a pipe to take water away.
- k. **Protection of Clapton Row Green** and to discuss concerns raised by resident. A neighbour had complained that stones placed on the green had been moved around towards the centre of the Green. This was recognized as an ongoing problem but Council had not accepted a previous quote to install wooden bollards. The Clerk was asked to add a sum of £5,000 to next year's draft budget to pay for works. The Clerk to respond to the neighbour asking them to suggest ideas for improvement.

6. Churchyard & Cemeteries

- a. **Annual Risk Assessments:** Cllr Wragge reported a site visit had taken place with Cllr Hicks but no formal risk assessments completed. To be deferred until the next meeting for Cllr Hicks' input.
- b. **St Lawrence Church:** Len Hill Memorial repairs. The Clerk to check with the Revd Rowena following her correspondence with the family. It was hoped that there would be a contribution towards the repair or a joint effort to repair.

7. Allotments

- a. **Springvale:** Cllr Roberts had received a request from a neighbour to remove some large pine trees on the uncultivated area which overshadow her property. The Clerk to check whether this falls under the Parish Council's lease responsibilities. This area to be included in the Committee's Village Walkaround and Neil Teague to be asked to attend to provide a quote.
 - i. **Damage by tree roots:** Cllr Roberts has assessed this on site and will include in the Village Walkaround with Neil Teague.
 - ii. **Springvale lease amendment:** There was no further information. Defer to the next meeting.
- b. **Cemetery Lane: Agree whether new hedgerow planting is required to repair unauthorised access created from Allotment plot 1A.** It was noted that this should refer to plot 1B. The Clerk to write to the owner of plot 1b and advise that the authorised access was contrary to their allotment conditions as the hedge was not their property and was on private land. The tenant to be asked to plant some suitable hedgerow to reinstate and to remove the pallet. As it was currently bird nesting season the request to be completed by November.

8. Any Other Business:

- a. **Bin outside The Croft:** The owners had requested the new bin was relocated away from their main viewing area to the river. The Clerk to make enquiries with CDC as locations had not been agreed pre-installation.
- b. **Periwinkle Bank:** The footpath along the bank required reinstatement. The Clerk to request a quote from Pete Scarrott.

- c. **Dog Signs for the Village Green:** It was agreed to review the requirements in the Village Walkaround. The Clerk to check the Byelaws for official signage wording.
 - d. **Missing wooden rail opposite petrol station:** Cllr Roberts to raise on fixmystreet.com.
9. **Date of Next Meeting:** It was agreed to change the date from Wednesday 11th August to **Wednesday 18th August** to accommodate staff annual leave.

Projects Held Over:

- New Burial Space
- Potential formation of Allotment Association
- Replacement of Cemetery Shed

There being no further business the meeting closed at 20.10 hours.