

# Bourton-on-the-Water Parish Council

Minutes of the meeting of the Village Environment Committee held at 7pm on Wednesday 12<sup>th</sup> January 2022 in the Salmonsbury Room, The George Moore Community Centre

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

**Members of Public:** None

**Meeting Commenced:** 7.10pm

- 1) Apologies for absence: Cllrs S Coventry & L Hicks.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the Village Environment Committee Meeting held on 8<sup>th</sup> December 2021. Proposed by Cllr. P Millett, seconded by Cllr. B Wragge, all in favour.
- 4) Matters Arising:
  - a) Removal of Len Hill Memorial – to note faculty approval and invoice approved by Council.
  - b) Work at Jubilee Orchard, £393 quote approved at the last VEC meeting but not put on January's Parish Council Agenda for full approval. Carry forward to February PC meeting.
  - c) Submission of Grant application to Build Back Better fund for repainting of metal railings and replacement litter bins: Note application submitted by 17<sup>th</sup> December deadline.
  - d) Christmas Tree: Measurements have been taken for Assistant Clerk to obtain quote for manufacture of metal collar from Paxweld, 10 inches in diameter and 24 inches deep.  
Clerk to write to Ken Hackling to thank him for his help on Saturday in taking down and removing the Christmas tree.
- 5) Village Maintenance
  - a) Tree Survey
    - i) To review quotes for work on Tree Survey. Cllr. P Millett proposed contractor 3 @ £1650, seconded by Cllr. A Roberts, all in favour.
    - ii) To review list of trees on 2021 Tree Survey and agree whether additional trees require adding to the survey. Cllr. Hadley & Roberts to conduct a survey of what Green/Land Areas the Parish Council is responsible for and cross reference with the existing Tree Survey and update list.
  - b) Tree Management Policy. Approved at January Council meeting. Now published on website. May need updating following review of tree list.
  - c) Replacement of signposts around the Village Green (deferred from December meeting), this item again to be again deferred until February meeting.
  - d) Village Risk Assessment:
    - i) To note completion of work on river edging capping stones and missing stone on paving slabs opposite Chardwar Wardens, riverbank: Completed by Peter Scarrott.  
Clerk to note approximately a metre of the riverbank was damaged by the tractor when removing the tree, obtain quote to repair from Pete Scarrott (river bank opposite Victoria Hall).
    - ii) Bonded surface around tree by George Moore Bridge, large holes for filling and resurfacing. To review examples and agree specification for resin bonding. Dorset Gold was the preferred choice, please obtain quote from Pete Scarrott for quantity required and cost of fitting.
  - e) To consider request from Gloucestershire Wildlife Trust for a dog waste bin adjacent to Greystones Nature Reserve. Cllr. A Roberts to check the area and report back to the Committee.
- 6) Churchyard & Cemeteries:
  - a) Burial Consultant: Update following Council meeting and agree further actions.  
Add to first Agenda in new Financial Year.
  - b) DEFRA Consultation on amendments to the Environmental Permitting (England & Wales) Regulations 2016: Update following Council meeting and agree further actions: Confirmation that proposals

would affect existing cemeteries as well as new developments. To be included on the agenda with appointment of Burial Consultant in the new Financial Year.

- c) Approval of grave levelling works by Pete Scarrott and skip hire at a cost of £620 + VAT on skip hire. Same charges maintained as last year. Included as part of burial fee as automatic levelling 12 months after burial. Cost falls within current budget, proposed by Cllr. P Millett and seconded by Cllr. B Hadley and all in favour. *Pete Scarrott to be asked could the top soil be recycled elsewhere in the Village?*
- d) To review progress on actions from Cemetery and Churchyard risk assessments and determine which further actions are required. Noted the bath has been cleaned out by Pete Scarrott and he has confirmed that the fence posts by the bin store have not rotted – they were just used as something to screw onto to hold the signage in place and were never installed in the ground. No safety risk & no further action required. Quote received from Wright Signs for replacement bin store sign of £55 to supply only, proposed by Cllr. P Millett, seconded by Cllr. A Roberts, all in favour. Pete Scarrott has been instructed to fill hole in Baptist cemetery wall. He thinks it may have been hit by a vehicle as there is a bulge inwards so he plans to tap the stones back into place but it may need further attention to ensure it's structurally sound. Bibury have been instructed to carry out priority works that had costs approved (ie. everything except filling rabbit holes which wasn't deemed worthwhile). Need to check for completion. Work relating to trees has been actioned and cost approved under agenda item 5.a.i.

#### 7) Allotments

- a) To agree response to request from plothead of 39B Cemetery Lane for installation of a 6 x 4ft shed to store tools and note the Tenant's request has now been amended in addition to seek permission for a 6 x 8 potting, ie. Part shed/part greenhouse. Approval given, proposed by Cllr. A Roberts and seconded by Cllr. B Hadley, all in favour.
- b) To note urgent tree works completed at Cemetery Lane and review request from neighbour and review subsequent request. Asst. Clerk to inform tenants bordering this field to remove binary creepers and note the new trees will be planted. The boundary line needs to be defined and consideration should be given in future allotment rules to enforce a 6ft gap between the tenants' allotment and the boundary wall.

#### 8) Village Green

- a) Village Green Railings: To review suggested design from Bibury Landscapes for the 37 post sockets for submission to a fabricator to create a sample. Design produced by Bibury after having experienced difficulty in installing the railings this year due to blockages in the sockets/sleeves hence the uneven line of the railing tops. Also reported that current caps are not really fit for purpose as they are too shallow so often get knocked off. Committee to consider design or alternative solution with a view to obtaining a quote from Paxweld. Clerk to obtain a quote from Paxweld based on the drawing.

- 9) Accessibility Audit: To review and agree further actions required by VEC. Actions to be agreed once the Author of the Audit has presented to Full Council.

#### 10) Correspondence: None

- 11) Any Other Business, items to be added to next agenda: Agree what action to be taken on Knotweed, agree date to remove Village Green railings, obtain quote for 14 x hanging baskets and 3 x planters, provide detailed costs of Christmas Tree installation/removal, detailed operation procedure for installation and removal of Christmas Tree and contractors to be used.

- 12) Date of Next Meeting – Wednesday 9<sup>th</sup> February 2022 at 7.00 pm.

**Meeting finished 8.10pm.**