

# Bourton-on-the-Water Parish Council

## Minutes of a meeting of the Village Environment Committee

held at 6pm on Thursday 17<sup>th</sup> March 2022

in the Windrush Room, The George Moore Community Centre

**Those Present:** Cllr P Millett (Chairman), Cllrs S Coventry, B Hadley, L Hicks, B Wragge.

**In Attendance:** Sharon Henley (Clerk).

**Members of Public:** None.

- 1) Apologies for absence: Cllr Roberts.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the Village & Community Committee Meeting held on 9<sup>th</sup> February 2022. Proposed by Cllr Millett, seconded by Cllr Wragge and unanimously APPROVED.
- 4) Matters Arising:
  - a) The Treotech quote for an additional tree survey had been approved by full Council and instructed.
  - b) Tree work following 2021 survey by Stockwell-Davies will be completed on 4<sup>th</sup> & 5<sup>th</sup> April.
  - c) To the note fencing of Japanese Knotweed has been completed.
  - d) The Treotech quote for the clearance work at Springvale allotments had been approved by full Council and instructed.
  - e) Repair of faulty Christmas light by Blachere. A quote was received just prior to the meeting and would be included in the next agenda.
  - f) Village Green trench dig out and replacement of pipe duct. The contractor suggested that this might be better postponed until after installation of the Christmas tree and prior to the lights going up in November. There would be less footfall at that time of year which would give the ground more chance to recover once the railings were up. This was agreed and the Clerk to diarise.
  - g) Removal of the Len Hill Memorial – to note that additional work is required to the wall for safety reasons and the contractor will provide a quote for the April agenda.
- 5) Churchyard & Cemeteries:
  - a) Pissards plum, Cemetery. Bibury Landscapes requested to remove lower branches and self-seeded elder growing up inside it to be grubbed out to enable their team to keep the area underneath tidy. Cost £60-70 + VAT if done whilst on site. The Clerk confirmed that this was listed as T52 on the tree survey. The work was APPROVED at a maximum cost of £70.
  - b) Cemetery Shed: The Committee reviewed the previous quote for £1,746 for a wooden shed to include installation. The purchase was APPROVED as per the budget.
  - c) Update on Cemetery work by Bibury Landscapes following risk assessment (Paper 1). The following work had been completed: Ivy growth on roadside wall, shrub growing from base of wall, tree stump removal and removal of soil tip all complete. Soil heap before the Baptist Cemetery – the contractor had concerns that removing this would make a mess of the grass when accessing the area due to the recent wet weather, so was waiting for a drier spell. An update to be provided at the next meeting.
  - d) Mowing at St Lawrence Churchyard: To consider quote from Bibury Landscapes at £2,030 + VAT (Paper 2). Review budget and options for the future management of the Churchyard. The Committee noted that the quote was in well excess of the agreed budget. At the PCC's request it was agreed to set up a meeting for Cllrs Millett and Hadley to agree the best way forward.
  - e) To review updated quote for provision of Scribe Cemetery package for one year at a cost of £468 + VAT from April 2022 onwards (Paper 3). For immediate installation and FOC use during March if approved. A further £200 discount had been applied on the previous quote. A total cost of £468 + VAT was APPROVED, as per the budget.
- 6) Allotments
  - a) Cemetery Lane: To consider quote from Stow Agricultural to supply a replacement gate and posts at £243 + VAT (Paper 4) plus costs for approx. one day's installation by Pete Scarrott. To be funded by the Thriving Communities grant. APPROVED. It was noted that the existing sign on the gate could be re-used.

## 7) Village Green

- a) Replacement of signposts around the Village Green:
  - i) The Committee noted CDC's deadline for receipt of invoices relating to the Welcome Back Fund is 18th March. A balance of £2,288 was available following the work at Periwinkle Bank.
  - ii) To agree suitable locations for signposts (Papers 5a & b). The Committee reviewed Cllr Millett's proposals.
  - iii) To approve a quote from Wright Signs (Paper 5c) to supply and fit 18 no. black and gold metal finger signs in the locations agreed. GCC Highways advised that permission would need to be sought from business owners if brown signs were to be replaced. The green signs had been erected by Public Rights of Way. It was agreed that green signs would not be replaced at present. The invoice was APPROVED for onward submission to the grant funders at CDC by 18<sup>th</sup> March. A final list of signs for replacement to be agreed on site by Cllrs Millett and Hadley and confirmed at the April meeting.
- b) Christmas display
  - i) Metal collar for Christmas Tree: To consider quote from Paxweld at £284 + VAT and agree arrangements for checking of measurements. This was APPROVED and the contractor to be asked to check the measurements of the base at Hacklings.
  - ii) Hire of Telehandler (no operator): To consider quote from 5A's Tool and Plant Hire for one day's hire at £144 + VAT (current cost) + 15% plant insurance and agree further actions. The Committee reviewed the quote but it was decided to seek a quote for the installation from the contractor who installed the Christmas for a local town council.
- c) Village Green railings:
  - i) Post Sockets: To consider quote from Paxweld for 37 no. at £584 + VAT. The Clerk to check if these were still required and report at the April meeting.
  - ii) Post Socket Caps: To confirm that 33 are already in hand and 37 plus spares are required. To approve purchase and determine quantity required at 35p each plus £10 carriage. The Committee APPROVED the purchase of 37 no. caps.
- d) Hanging Baskets: (Paper 6) Three quotes for 14 no. baskets were reviewed. It was noted that none of the quotes were from local suppliers, so it was agreed to accept the quote from Gotherington Nurseries who were able to offer the best value for money. A local contractor to be asked to deliver and collect the baskets.
- e) Planters: To consider quote from Bibury Landscapes to plant 3 no. planters in a red, white and blue scheme. To clear, compost, fertilise, cultivate and plant with a mix of bedding plants and lavender, to include watering-in but not on-going maintenance at £443 + VAT. Three additional quotes requested but not received. APPROVED. Arrangements for watering tbc.
- f) Bonded surfacing for under the circular bench:
  - i) To note this was reviewed by Pete Scarrott who advised that new surfacing rather than repairs was required.
  - ii) To review quotes received from two contractors (Papers 7a & b). Three quotes were reviewed, two of which were for complete replacement of the bonded surfacing and these were considered too expensive.

Bibury Landscapes proposed to remove the grass which had grown in the area and redefine the turf/gravel edge. The areas that had broken up were next to the tree and it was considered likely that the tree's roots were causing this to happen so for this reason a replacement bonded surface was not recommended. Once the area was cleaned it was proposed to lay some new gravel to match, close to the tree.

In addition, to carry out periodic maintenance of the area using weedkiller. There was also a significant amount of grass growing in the stone setts against the roadside between the tree and the road and this area to also be treated.

Cost for initial tidy up £160.00 and for routine weedkilling £30.00, both + VAT with a couple of treatments a season anticipated. The costs were APPROVED together with the purchase of gravel by the contractor.

- g) Litter Bins: Cllrs Hadley and Roberts attended a site meeting with CDC and another site meeting was required to position the new FOC bins in the next couple of weeks. Also, to decide on the appropriate decals to put on the bins. CDC to be asked to install a new bin by the Cotswold School to the left of the entrance.  
The Clerk to clarify with the volunteer litter pickers the specification for their work as per the risk assessment and check on insurance cover.

8) Jubilee Orchard:

- a) To note that a Presentation on proposals for wildflower planting was received by members of the committee from the Village Warden, a representative from the Cubs and CDC's Clean and Green Team (Paper 8).
- b) To discuss proposals and agree final plan. The proposals were to plant wildflowers around the margins of the Jubilee Gardens and around the base of the trees to reduce the chance of mowing damage. This would be at their cost, and they would supply the seeds. The proposals were APPROVED. The Clerk to advise the Village Warden and to pass him the contact details for Bibury Landscapes so he can advise them to avoid any planted areas during mowing.
- c) How to make the area more attractive to visitors. It was agreed to purchase a replacement padlock at an approx. cost of £40 and display a Byelaws sign. The Clerk to source a quote to remove a section of the dry stone wall and put in a gate at the village end of Jubilee Orchard opposite the Dial House. Once the gate was in, to transfer three benches from storage in the allotment shed and leave them in situ for a three month trial period. The benches would not be fixed in place during the trial period. The replacement of benches on Rissington Road to be discussed at the April meeting.

9) Correspondence:

- a) Request from a resident for a note to be included in the Bourton Browser reminding dog walkers to pick up their dog's mess, particularly in the Cemetery where there seems to be a marked increase. APPROVED.
- b) Request from a resident to plant bulbs in the recently cleared areas of the Cemetery where the spoil heaps have been removed to discourage any further tipping and to improve the appearance of the area. APPROVED.
- c) Allotment Plot 39B: Following approval of a potting shed, a further request for permission to erect an 8' x 6' greenhouse and a wooden framed fruit cage. The Clerk to further check the Allotment Rules and liaise with Cllr Roberts on the suitability of this request before responding.
- d) Damage to dry stone wall adjacent to Lincroft House/Birdland. Request from resident for assistance to determine the cause, who is responsible for repairs and any permissions required. (Paper 9 – Deeds for information). It was noted that the wall had been previously maintained by the owners, whilst the Parish Council owned and maintained the riverbank. If the property owners required permission to repair the wall, then they could consider it granted.
- e) Request to install a memorial bench of composite material in the Cemetery (Papers 10a & b). The Committee agreed to the supply and installation of a bench but would like the bench to be of metal construction to be in-keeping with others in the Cemetery.

10) Any Other Business (items to note only)

- a) The Clerk was asked to note that the date of this year's Christmas tree installation would be Saturday 19<sup>th</sup> November.
- b) The dry stone wall to the right of the lych gate had been damaged by a vehicle. The Clerk to add this as an item for next year's draft budget.
- c) Springvale allotments – it was thought that the ground would need professional preparation once the trees had been removed. Bibury Landscapes had agreed to quote once the Treework was complete.
- d) The Clerk noted that Bibury Landscapes had reviewed the damage to the grass on the Village Green but had recommended that any work was postponed to the autumn.
- e) It was agreed to discuss the possibility of splitting the work of the VEC Committee in the next financial year due to the large number of items to cover. To be added to the April Council agenda.

11) Date of Next Meeting – 7.00pm on Wednesday 13<sup>th</sup> April 2022.

There being no further business the meeting closed at 19.24 hours.