

Bourton-on-the-Water Parish Council

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To Village & Environment Committee Councillors

You are hereby summoned to attend a **Village & Environment Committee Meeting at 7pm on Wednesday 10th January 2024 in the Salmonsbury Room, The George Moore Community Centre** for the purpose of transacting the following business.

Papers for the meeting can be viewed in Dropbox: [Papers](#)

V. Oliveri

Mrs Vanessa Oliveri
Committee Clerk

4th January 2024

AGENDA

- 1) **Apologies for absence:** To receive.
- 2) **Declarations of Interest:** To note.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 8th November 2023.
- 4) **Public Session:** Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – To receive an update from GCC Highways.
 - b) Metal fence – A quotation had been received in conjunction with a quotation to carry out the works required on the MUGA at The Naight. Quotation had been approved and works to be carried out early 2024. Date to be confirmed.
 - c) Quote to weed and tidy the Jubilee Garden beds – had been agreed, works agreed to be undertaken. To note this work has been booked for w/c 8th Jan.
 - d) Rotted roof timbers at Lych Gate – Work to be undertaken imminently.
 - e) Benches at Jubilee Gardens – had been stored in the Cemetery shed for the winter period.
 - f) Bench cleaning: The cubs leader was to be contacted to notify them that hot soapy water was to be used to clean the benches on the village green.
 - g) Cemetery tap was replaced in November as it would not turn off. Dave Perry fitted insulation so that it could remain on during the winter as it's needed for the cemetery and allotments.
- 6) **Finance:**
 - a) To note the current Burials & Allotments and Village Maintenance Summary Report (**Paper 1**) and the Earmarked Reserves report (**Paper 2**).
- 7) **War Memorial:**
- 8) **Churchyard & Cemeteries:**
 - a) 'To discuss future actions relating to the Baptist Cemetery'. To investigate our responsibilities in relation to the fact that it may not be formally closed (**Papers 3a & b**).
 - b) To note verbal complaint received in respect of damage to memorial.
- 9) **Village Maintenance:**
 - a) Village Maintenance Contract: To review progress with scheduled works and agree any actions required.

10) **Village Green:**

- a) Byelaws signs: To receive an update from Cllr A Roberts on an additional temporary sign to be installed at the Victoria Street green.
- b) Cllr Roberts to update the committee on dates when the contractors will reseed and returf where necessary.
- c) To agree proposal by Cllr Hadley to create a paper on regeneration of area in front of the willows.
- d) **Bicycle racks:** To receive an update following the Village Green Risk Assessment to assess possible bicycle racks.
- e) **Village Green Risk Assessment:** To review the completed village green risk assessment and agree further actions **(Paper 4)**

11) **Allotments:**

- a) To consider request for a 6' x 6' greenhouse from tenant of Plot 1B.
- b) To consider request for a 8' x 6' greenhouse from tenant of Plot SV5.
- c) To consider request for a 6' x 4' shed from tenant of Plot 29A.
- d) To consider request for a 13' x 8' x 7' fruit cage from tenant of Plot 13B.
- e) To consider retrospective request from tenant of Plot SV3 for netting frame.
- f) To receive report of large holes in the track at the entrance to the Cemetery Lane site & consider actions.
- g) To receive report of rotten wooden bays for manure/chippings at the entrance to the Cemetery Lane site & consider actions.
- h) To formally approve delegated authority for clerking team to permit requests for tenants to erect sheds/greenhouses if within maximum permitted dimensions of tenancy agreement.
- i) To consider a request by Headspace to waive allotment tenancy fee.
- j) To note Allotment inspection report of 13th December 2023 and determine actions. **(Paper 5)**

12) **Accessibility Audit:**

- a) Dropped kerb – update on progress by GCC Highways.
- b) Cllr Roberts to update the committee on details of the extra slab for seating near the river.

13) **Purchase of Sound System**

- a) To approve purchase of a battery powered, Bluetooth PA system with a stand and two microphone stands at an approximate cost of £400 and agree budgetary provision.

14) **Events:**

- a) Cllr Hadley to update the committee on details to provide a new band for the beacon (to commemorate D-Day 80 – 6th June 2024.)

15) **Area in front of The Willows Pub:** To create a working party to take forward the project to agree the specification for the area in front of The Willows pub, including paving.

16) **Biodiversity Policy:** To take forward development of actions under this policy and report back to Council. **(Paper 6)**

17) **Hanging Baskets:** The committee to receive and consider a quotation received to supply hanging baskets in the village for 2024 as per the previous year's quote. **(Paper 7)**

18) **Trees:** To note works approved by full Council and dates scheduled by contractor.

19) **Correspondence:**

20) **Items to note.** To receive reports for information only.

21) **Date of Next Meeting:** Wednesday 14th February 2024 at 6.30 pm in the Salmonsbury Room.