

Bourton-on-the-Water Parish Council

Minutes of the meeting of the Village Environment Committee held at 6pm
on Wednesday 15th June 2022 in the Windrush Room, The George Moore Community Centre

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

In Attendance: Sharon Henley, Clerk.

Members of Public: Two representatives from The Cotswold Cup

- 1) Apologies for absence: Cllrs B Hadley and A Roberts.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the meeting held on 16th May 2022. Cllr Wragge abstained as he was not present at the meeting. Proposed by Cllr Millett, seconded by Cllr Hicks and APPROVED.
- 4) Public Session: Cllr Millett proposed to move agenda item 6 to this point on the agenda and this was APPROVED.
- 5) Matters Arising:
 - a) Watering kit for hanging baskets: This had been purchased but the contractor had been unable to use it due to its design. The Clerk to communicate to the contractor that its purpose was to reduce the need to work at height. The Clerk to further confirm whether the item could be used and otherwise make arrangements to return for a refund if possible.
 - b) Cemetery shed: This had been delivered and a quote was awaited to dismantle the old shed and erect the new one.
 - c) Grass cutting at St Lawrence Churchyard: The full amount request by the PCC had been paid and the volunteers would complete the mowing this season. Mowing arrangements to be reviewed later in the year when the village contract was re-tendered.
 - d) Graffiti at the Lych Gate: This had been removed by the contractor.
 - e) Bench at Cemetery entrance: This has been repositioned adjacent to the bin store but it was agreed to defer a final decision on fixing it in place in that area until the next meeting.
 - f) Springvale allotments rent: The annual rent had been invoiced by CDC and paid.
 - g) Tree work due within 3 months by Treotech from 2022 survey: This had been completed.
- 6) Zero Waste Statement: To hear presentation from a parishioner on the proposal for the Parish Council to adopt a statement. To include further definition on 'zero waste'. This item was covered during the public session item 3. Two representatives from The Cotswold Cup community interest company presented.

The Cotswold Cup project was launched in 2021 trialling the reusable cups across 10 local cafes which had been popular. It was hoped that this could be followed up with reuseable food containers and pizza boxes. They would like Bourton to be the first zero waste village in the country.

It was hoped that single use water bottles could be eliminated with the help of a tap or water fountain in the village centre so bottles could be refilled. This could serve as a lasting memorial of the Platinum Jubilee using profits from the event or possibly Tourism Levy funding. The committee APPROVED the idea of a water fountain to be considered by full Council.

A paper was presented which further outlined the proposed Zero Waste statement and included a number of requests, including the tap or fountain. Following discussion the committee APPROVED that the document and declaration should be considered at the next Council meeting. The two members of public left the meeting at this point.
- 7) Churchyard & Cemeteries:
 - a) Removal of Len Hill Memorial: The contractor to complete the work to the wall on Monday 20th June. £150 + VAT had been quoted for the cock and hen topping on the seat area which the Clerk had approved under delegated authority. The contractor to produce insurance details and a risk assessment prior to completing the work.
 - b) Decoration of Graves in Cemetery Lane: To agree method and wording of communication to plot owners. The Assistant Clerk presented a paper with recommendations following the complaint

about non-compliant tributes on graves. Councillors recognised that any actions from the Parish Council required sensitivity and APPROVED the Assistant Clerk's proposals to remind grave owners and make members of the public aware of the rules around tributes over the next 12 months. Only after this time would action be taken to remove any non-compliant tributes.

c) Burial Fees:

- i) To review comparison of costs for local burials (Paper 1a): The table of information was reviewed.
- ii) To agree whether any increases should be made on April 2021 fees (Paper 1b): Following discussion it was APPROVED that the current fees should not be increased this year.

d) Regular Inspections – to arrange the following:

- i) Six month inspection of the Cemetery: It was noted that this is completed annually.
- ii) Annual inspection of St Lawrence closed churchyard: It was noted that this is due in the autumn, arrangements to be confirmed nearer the time.

e) Cemetery pedestrian gate: To note this has dropped and Paul Rigby has been asked to review on site and quote if required.

f) Metal Memorial Bench: To note quote from Paxweld to supply, fabricate and paint at £1,200 + VAT. Fitting (including 3no. 900x600 slabs) at £450 + VAT. Committee to confirm cost for current memorial bench application. The Committee previously agreed an uplift of 33% maintenance costs to supply and fitting price and confirmed the new cost would be £2,194.50 + VAT. Applicants to be reminded that cheaper alternatives for memorials were available, including the plaques at the village green.

8) Village Green

a) Railings: To agree a date for installation. To note that trench for electrical cable for the Christmas tree to be dug following this date. It was confirmed that the Christmas Tree would be installed on Saturday 19th November and the railing to be installed w/c 21st November. The Clerk to add an agenda item in July to review options for companies to do the work this year.

b) Christmas display:

- i) To review plan for volunteer and contractor assistance: The Clerk to arrange for two general handyman contractors to assist with the installation and removal of the Christmas tree. Cllr Hadley was asked to confirm with Hacklings that they were available to help with transport and whether a telehandler driver would be available.
- ii) To review costs for hiring of telehandler (Paper 2): Options were reviewed and, subject to (i) above, a telehandler to be booked with Fosseyway Hire at £130 + VAT for 24 hours plus £20 + VAT delivery to Bourton. If a unit was not available from Fosseyway then one of the other contractors who had provided quotes to be used.
- iii) To note quote for Christmas tree for purchase by donor (Paper 3): The Assistant Clerk had sought a range of quotes for a 30ft tree to be ordered and this was noted.

9) Jubilee Orchard: To consider quote from Paul Rigby to install a gate at the bottom end at £950 (Paper 4): Following discussion it was APPROVED that full council should consider whether there was funding available and if this could be completed as a Platinum Jubilee remembrance project.

10) Trees

- a) To receive update from Clerk on progress with works on 2021 and 2022 surveys. It was confirmed that all work with an action date up to 6 months from the 2021 survey were complete. All work with action dates up to 3 months from the 2022 survey were now complete.
- b) GCC Ash Dieback Project: To review communications received and agree a response (Paper 5). This was deferred to the July meeting and the Clerk to ask Cllr Roberts to review prior to the meeting.
- c) To consider approving a designated preferred contractor for tree work. It was noted that work required within one year was outstanding from the 2021 survey and work required in 6 months and one year from the 2022 survey. The Clerk obtain three quotes for the whole of the remaining works so a single contractor could be appointed.

11) Benches

- a) Rissington Road: Update on progress with refurbishment and relocation. GCC Highways advised that the replacement bench opposite Marshmouth Lane should be installed by a contractor with a Street Works accreditation. As none were available Highways had suggested completing the work but details were still to be determined. The Clerk to follow up.
 - b) To consider quote from Gary McPhilimey for collection, transporting and installation of the steel bench to the base opposite Marshmouth Lane at £40. Deferred pending the outcome of 11b.
 - c) To consider quote from GM Decorating for refurbishment of three benches (Rye Close entrance, opposite Birdland/Rissington Road car park and opposite Marshmouth Lane entrance) at a cost of £320 (Paper 6). Following discussion, it was agreed to Vire funds from the budget for the cemetery shed to the maintenance budget to fund this work. Sufficient money would still be available in the shed budget to fund the take-down and installation of the shed.
- 12) Grass Cutting at Stanway Green (Paper 7): To determine future arrangements. A neighbour has advised that the unadopted strip did not appear to have been cut and the Clerk had contacted the Stanway Green resident to check whether their offer of 2021 to maintain the strip still stood.
- 13) To discuss advertising for a regular maintenance/handyman contractor. As deferred from full Council & May VEC Meeting (Paper 8 – current village maintenance contract arrangements 2020-23. Deferred to the next meeting.
- 14) Correspondence:
- a) Request for memorial bench – to agree suitable location (Paper 9). The committee agreed the location in principle, providing the donor accepted the uplift in cost agreed at item 7f.
 - b) Matters for consideration: To review items 1, 2, 4, 5, 8 & 11 (Paper 10). Other items to be considered by Highways Committee. Following discussion, the Clerk was asked to invite the author to present to the next meeting, including suggestions on how to finance the work, as feedback had been received from local residents on the increase to the precept.
 - c) Complaint on mowing (Paper 11): The Assistant Clerk had responded to the complaint, and this was noted. The Assistant Clerk also advised on negative comments received on cutting back of weeds/wildflowers and it was agreed to review areas covered and timings/frequency when the mowing tender was reviewed later in the year.
 - d) Moreton Show Allotments Competition Sat 4th Sept: Invitation to enter at a cost of £10 per allotment. The committee APPROVED the competition entry by all three sites at £10 each, total cost £30. Allotment holders to be informed.
- 15) Items to note only:
- a) An enquiry was received about when the Jubilee bunting would be removed and Cllr Hicks was liaising with the volunteer group and Hackings on this. Any loose parts of the bunting would be removed as soon as possible.
 - b) Cllr Wragge noted damage to the metal footpath barrier by the church and would investigate.
 - c) Rye Close/Rissington Road junction - grass verge on the right-hand side is very long – noted.
- 16) Date of Next Meeting – 7.00pm on Wednesday 13th July 2022 in the Windrush Room.
- 17) Confidential Session: Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to tenancies. As such, the press and public are excluded from this part of the meeting. APPROVED.
- 18) Plot 88 Piece Hedge: To review communications (Confidential Papers 12a & b): The Assistant Clerk to write again to the tenant.
- 19) Annual allotment inspections by Cllrs Hicks and Roberts: The inspection findings were reviewed and the Assistant Clerk to work with Cllr Hicks to resolve all items. The Clerk was given delegated authority to spend up to £100 arranging for repairs to the sign and the noticeboard.

There being no further business the meeting closed 20.00 hours.