

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 7.00pm on Wednesday 20th March 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

14th March 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 14th February 2024.**
- 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 – To receive an update on the welding work to be undertaken on the eight points of the metal fence at Stanway Green.
 - c) Round bench under the tree on the village green – A contractor has been asked to quote to paint the round bench.
 - d) Victoria Street bridge – Quotation being obtained to mirror copy the metal fence on the Victoria Street bridge to be positioned on the opposite side of the road to prevent people from jumping off the bridge parapet onto the grass by Payne's Bridge.
 - e) Redundant highways posts – To note that GCC have responded regarding the redundant highways posts along the verge by the Birdland bund and have informed us that new signs are to be installed on the metal posts.
 - f) War Memorial – To note that the war memorial repairs have been scheduled to be undertaken on 29th April 2024.
 - g) To note that the recreation inspector would be cleaning the Victoria Cross plaque with warm soapy water regularly.
 - h) To note at the March PC meeting it was agreed for Cllrs Davis and Samuel to attend the SLCC course on climate literacy at a cost of £120.00 plus VAT per person.
 - i) To note the contractor has been instructed to carry out the work on the large holes in track at the entrance to the Cemetery Lane site & Springvale allotment as per the quotation received at the February meeting.
- 6) **Finance:**
 - a) To note the current Burials & Allotments and Village Maintenance Summary Report (**Paper 1**) and the Earmarked Reserves report (**Paper 1a**).
- 7) **Churchyard & Cemeteries:**
 - a) To note the Baptist Church have scheduled Memsafe to carry out memorial testing in the Baptist area of the cemetery during the week commencing 15th April.
 - b) Memorial repairs: Works to repair the unsafe memorials identified at the cemetery and St Lawrence's Churchyard have been scheduled to be completed by Memsafe week commencing 15th April.
 - c) Memorial safety inspections: To note the second phase of the memorial inspections for the Cemetery were to be completed and the expenditure would come out of the 2024/25 budget.

- d) The committee to schedule in a repeat of the 2021 risk assessments for St Lawrence Churchyard and the Cemetery. To agree two committee members to complete the assessments.
- e) Rotted roof timbers at Lych Gate – To receive report from Paul Honour following investigations of the Lych Gate roof and consider quote for repairs. **(Paper 2).**
- f) Quinquennial report from St Lawrence Church. To note that the Clerk has sent the memorial inspection report and advised about repairs and forthcoming tree survey.
- g) Dry stone walls at St Lawrence Church: require attention a quote has been requested based on the Quinquennial report. The committee to receive a quotation to repair the dry-stone wall and agree action to be taken **(Paper 3).**
- h) The committee to agree amount of funding to be added from General Reserves to above EMR for maintenance of St Lawrence following QQ survey and any other unforeseen maintenance.
- 8) **Allotments:**
 - a) To receive a quotation for making new wooden bays for manure/chippings at the entrance to the Cemetery Lane site.
 - b) To note that the grant application submitted to GCC's Greener Gloucestershire Community Climate Change Fund to cover the cost of the provision of new wooden bays for manure/chippings at the entrance to the Cemetery Lane site and bicycle racks in the village had been unsuccessful.
 - c) To note that concern has been raised about unauthorised parking at Cemetery Lane allotment site. The committee to discuss and consider the need for signage to be installed to explain that parking is for allotment tenants only.
- 9) **Further review of tree policy:** The committee to further review the tree policy. **(Paper 4)**
- 10) **Village Maintenance:**
Village Maintenance Contract: To receive an update on the progress of the scheduled works.
- 11) **Village Green:**
 - a) Cllr Roberts to update the committee on progress of the reseeding and returfing where necessary and to note when the railings will be removed from the Village Green.
 - b) **Bicycle racks:** To note that the grant funding request to provide bicycle racks in the village had been unsuccessful as per item 7b.
 - c) **Village Map:** Cllr Hadley had contacted BBN to ask if they could arrange to have the village map updated.
 - d) **Maintenance of slabs along riverside walk:** To receive an update from Cllr Roberts who has been liaising with a contractor to get a quote.
 - e) To receive and approve a quotation to replace the plaque with the red flowers on the Victoria Cross. **(Paper 5)**
- 12) **Back of War Memorial Regeneration Area:** To discuss the regeneration of the area at the back of the War Memorial.
- 13) **Xmas tree working group** – To receive an update from the Xmas tree working group. **(Paper 6)**
- 14) **Tree Survey:** To note that a tree survey has been booked for April 2024.
- 15) **Accessibility Audit:**
 - a) Dropped kerb – update on progress by GCC Highways.
- 16) **Events:**
 - a) To receive an update on the arrangements to light the beacon to commemorate D-Day 80 – 6th June 2024. **(Paper 7)**
- 17) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** To receive an update from the working party on the regeneration of the pavement area in the High Street by the Cheltenham bus stop.
- 18) **Cotswolds National Landscape:** To note the Cotswolds National Landscape had donated an oak tree to the parish which was planted in Jubilee Orchard to replace the damaged Millennium Oak.
- 19) The committee to consider the replacement of vandalised Platinum Jubilee Rowan tree in the Jubilee Orchard.
- 20) **Correspondence:**
- 21) **Items to note.** To receive reports for information only.
- 22) **Date of Next Meeting:** Wednesday 24th April 2024 at 7.00 pm in the Salmonsbury Room.