

Bourton-on-the-Water Parish Council

**Minutes of the Village & Environment Committee Meeting held at 7pm on Wednesday 11th January 2023
in the Windrush Room, The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, L Hicks, A Roberts, J Wareing, A Davis

In Attendance: Julie Catlow (Committee Clerk-minute taker), Sharon Henley (Clerk),

Members of Public: 2

- 1) Apologies for absence: Cllr Wragge was absent.
- 2) Declarations of Interest: Cllr Wareing declared to the Committee an interest in Headspace
- 3) To receive and approve the draft minutes of the meeting held on 16th November 2022. The draft minutes were APPROVED.
- 4) Public Session: A member of the public attended for agenda item 12a) which was raised first and departed at 19.18 hours. A further member of the public attended and departed after agenda item 14.
- 5) Matters Arising:
 - a) Installation of new village signs: The work has been booked with the contractor but not yet completed due to illness.
 - b) Repainting of Lych Gate: To be completed in the Spring before the end of the financial year.
 - c) Damage to stone edge by riverbank: Cllr Roberts reviewed the damage on site with the contractor, the quote for work has not yet been received and Cllr Roberts will follow up with contractor. The estimated figure was used to make the funding bid from the Tourist Levy.
 - d) Village maintenance contract tender: The contract was awarded to idVerde by full Council. The Clerk will arrange a pre-start meeting and regular monthly meetings with the contractor.
 - e) Grass verge cutting agreement with GCC Highways: A response from GCC Highways is still awaited.
 - f) Meeting with contractor to review worst areas of wear on Village Green: Funding for this work has been included in the Tourist Levy monies granted. There will be a meeting with CDC on projects on 19th January so drawdown of monies for this project can be discussed at that meeting.
Cllr Davis entered the meeting.
 - g) Bench opposite Marshmouth Lane: The contractor to paint the bench in the spring before the end of the financial year.
 - h) Meeting to discuss temporary fence around new Cemetery shed: This meeting has yet to be arranged by the Clerk. Cllrs Hicks and Roberts will attend the meeting (Wednesday-Friday, Thursday preference). Committee Clerk to arrange.
 - i) Sign for new Cemetery shed: A self-adhesive sign has been ordered at a cost of £25.00. Noted
 - j) Application of wood preserver to old benches: Steve Cotton confirmed the benches are ready for use when required and are currently stored in cemetery shed. It was agreed that three benches be placed in the Jubilee Gardens and one in the new Naight play area. In late March, Cllr Hicks will meet with the Village Warden to discuss to agree location of benches, how to deliver and to ask Hacklings should Steve be unable to manage this.
 - k) New A4 signs for allotment bays by Men in Sheds: Cllr Hicks advised that the Signs will be ready on Friday 13 January. Cllr Hicks to pick up signs, Cllr Roberts to arrange installation. Committee agreed a £75 donation.
 - l) Additional items for Asset Register and ownership of fence and pond at Stanway Green: CDC could find no record of ownership. Assistant Clerk advised that this area comes under the ownership of Greensquare management. The Clerk had emailed the company but received no response and will follow up again.
 - m) Electrical connection adjacent to war memorial: Cllr Hicks has spoken with the electrical contractor and thought this to be too expensive. Should a footpath be installed in the Village Green, works could be carried out at the same time. No action required at this point.
- 6) Churchyard & Cemeteries:
 - a) To note graffiti at Lych Gate and actions taken (Paper 1) Pete Pulham used existing items to clean the graffiti and the matter had been reported to the police.

- b) Grave levelling: To approve quote from P Scarrott to level 10 graves @ £65 per grave plus a 2-yard skip at £115 + VAT. Total costs of £765 + VAT. APPROVED
- 7) Allotments:
- a) To review draft updated Springvale Allotments Rules for 2023 and agree further actions (Paper 2) Cllr Roberts has written updated rules to better align with Cemetery Lane and Piece Hedge rules. The Assistant Clerk has delayed issuing the 2023 rules to tenants until the issue of water pumps is confirmed so all rules can be sent out together once approved. The rules had been changed with some small amends to mirror CDC lease and Cemetery Lane and Piece Hedge rules. The amendment will include the permission of water pumps but will state that they are not allowed unless agreed by the Council due to mobility issues. Amendments to rules APPROVED and will be also applied to Cemetery Lane and Piece Hedge rules.
- b) To receive a general update on the Allotments from the Assistant Clerk (Paper 3) Additional updates since paper produced: Piece Hedge 12 rents paid; Springvale 8 rents paid & 1 vacant plot advertised in Browser as not reallocated; Cemetery Lane 67 rents paid; Waiting List only has 2 people on it who are both waiting for vacancies at Cemetery Lane site. The estimated cost will be added by the Clerk to the 2023/24 to budget submission. Cllr Roberts to advise the Clerk on figures to include.
- 8) Village Green:
- a) Village Green risk assessment (Paper 4): To review recommendations following confirmation of Tourist Levy Funding and agree further actions.
Potholes, surfaces etc: Covered by the Tourist Levy and to be reviewed at next week's meeting with CDC.
Weeping Willow: Work had been completed by Treotech.
Wooden Bench by Highbridge: Not actioned. Committee confirmed that this should be instructed as a separate item to the Tourist Levy funded works.
Footpaths: Wear on paths through Green will be covered by the Tourist Levy funded work.
- b) War Memorial (Paper 5): To approve application to the War Memorials Trust for a grant to fund repairs at £560. APPROVED and to be submitted by the Assistant Clerk.
- c) Removal of Village Green Railings: To note Bibury Landscapes were previously instructed and a date of 20th March was approved.
- 9) Christmas Tree
- a) To review display for 2022 and agree any changes required for future years, including disposal arrangements. As costs are escalating, it was agreed to contact a tree surgeon next time to ask that they chip up the tree so it can be used as mulch. The existing donor to continue to finance purchase of tree, Cllr Wareing to approach Bourton Business Network for financial contribution to the installation and lights. Consideration was given to a working group to discuss the Christmas tree arrangements going forward. Committee Clerk to include on the agenda post-elections.
- b) To review advice from contractor on possible installation of timer for lights and agree further actions (Paper 6). Colin Baldwin advised that there is already a timer on the electrics but it goes off at times when there are few people around. The timer and timings were set by the Chamber of Commerce. The supply is unmetered so there will not be additional costs as it is covered under street lighting charges. Further consideration as to whether timings are to be adjusted will be reviewed by the working party.
- c) Boulder at Sherborne Street (Paper 7): To review existing issues and agree further actions. Cllr Roberts has removed the exposed spike, further to the boulder once again being moved. As the site is to be developed it was agreed that no further action is required at this time.
- 10) Jubilee Orchard (Paper 8): To note damage to gate, actions taken and agree remedial work required. CCTV showed a truck in the area on 2nd Jan and this was sent to the contractor concerned. They have passed the details to their insurance company as we have requested to claim. Clerk to request a quote from Matthew Joynes.
- 11) Environmental Action Working Group: To receive any updates from Cllr Wareing. Yesterday's meeting was cancelled and an agenda has been drafted for another date of 6.30pm on Thursday 2nd Feb.
- 12) Correspondence:

- a) Request from allotment plotholder to reconsider use of a water pump at Cemetery Lane allotments (Papers 9a & b). The Committee had previously put up signage asking that water pumps were not to be used at the site following a complaint by a plotholder. A plotholder had made an application to use a water pump due to an ongoing health condition. The water was to be used for filling the water butts but not for irrigation. Following discussion, it was agreed to allow the plotholder to use a water pump. Use by other plotholders to be on case by case basis, for consideration by the Committee. Cllr Roberts expressed his concern regarding water consumption and it was agreed that consideration should be given to a small charge for use of a water pump but this would be reviewed on a case by case basis. Committee Clerk to add cost of water to next agenda. Plotholder departed at 19.18 hours.
 - b) To consider request from Headspace to continue provide an allotment plot free of charge for 2023. The fee has been waived for the last two years. Approved with review on an annual basis.
- 13) Items to note only. Cllr Coventry reported the continued flooding on path to cricket field agreed to report to fixmystreet.com.
- 14) Date of Next Meeting – 7.00pm on Wednesday 22nd February 2023 in the Windrush Room. Cllr Hadley may not be able to attend the meeting, VC to chair if required.
- 15) Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to a memorial request. As such, the press and public are excluded from this part of the meeting so the member of the public and Cllr Roberts departed the meeting.
- 16) To review a request for a memorial (Confidential papers 10) and agree a response. This application is for a non-standard size of memorial. Following discussion the application APPROVED

There being no further business the meeting closed at 19.59 hours.