

Bourton-on-the-Water Parish Council
Minutes of the Village Environment Committee
Held at 7pm on Wednesday 8th September 2021
In the Windrush Room, at The George Moore Community Centre

Those Present: Cllr P Millett (Chairman), Cllrs S Coventry, B Hadley (minute-taker), L Hicks, B Wragge

In Attendance: None

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 18th August 2021. Proposed by Cllr Millett, seconded by Cllr Hicks and all Approved.
4. Matters Arising:
 - (a) Grass Cutting at Stanway Green: Resident who is cutting the grass strip said he is thinking of planting a hedge over the winter and will get in touch to discuss before he does it.
5. Village Maintenance
 - (a) Village Walkaround: To receive update by the Clerk on agreed actions.
 - i) Village Green fence post caps ready for installation by the Caretaker.
 - ii) Tree 23a missing brass plaque is not in the office, to be noted no action required.
 - iii) Byelaw signs – Signs given to Cllr Roberts.
 - (b) Update on Tree Survey: Note Treotech nominated at full Council to carry out survey.
 - (c) Jubilee Orchard (Paper 1): To review specification for quote of £420 from Neil Teague and agree further actions (deferred from previous meeting pending a site visit by Cllr Millett and the Volunteer Tree Warden). Following site visit by Cllrs Millett and Roberts and the volunteer tree warden it was proposed by Cllr Millett seconded by Cllr Hadley and all approved a spend up to £500 to carry out tree work as recommended by the Volunteer Tree Warden.
 - (d) Update on Installation of Christmas Tree: One quote received and awaiting a second quote.
 - (e) Jubilee Village Sign: Update on work required to fixings. Previously agreed when re-installed that the fixings required further work and it was thought a cherry picker was required. A quote is being prepared by Paxweld who have their own work at height equipment which would allow action to be taken separately from installation of the Xmas tree.
 - (f) CDC Beautification Fund: To confirm final submission for grant funding. Cllr Millett and the Clerk have put together wording for CDC to meet the 15th Sept deadline. Cllr Hadley proposed and seconded by Cllr Coventry, all approved to send draft when completed.
 - (g) Request for dog bin relocation in Rissington Road: To review correspondence and agree if a request should be submitted to CDC in response to resident's request: Noted request to be made to CDC to move the bin forward by 8ft to edge of road. Proposed by Cllr Hadley, seconded by Cllr Hicks all Approved.
 - (h) Bench at Rye Crescent/Rissington Road: Quote received from GM Decorating Services of £50 labour charge. Paxweld quoting for paint: Proposed by Cllr Hadley, seconded by Cllr Millett all in favour to spend up to £80.
6. Churchyard & Cemeteries
 - (a) Len Hill Memorial Repairs: To receive update and agree further actions: Cllr Hadley proposed, seconded by Cllr Millett all agreed to complete the Draft Faculty form and to obtain a detailed quote from another contractor for PCC meeting 22nd Sept for them to approve our application.

Photographs are on file. Clerk to check to confirm with Church Insurance reference notifying them of the work.

(b) Annual Risk Assessments: Review and agree further actions

- i) Churchyard Risk Assessment (Paper 2) Clerk to action remedial work (P Pulham) and bring to next VEC meeting agenda items requiring cost approval. Clerk to confirm if trees requiring attention are already covered by the tree survey.
- ii) Cemetery Risk Assessment (Paper 3) Clerk to action remedial work (P Pulham) and bring to next VEC meeting agenda items requiring cost approval. Clerk to confirm if trees requiring attention are already covered by the tree survey.

(c) Safety of Memorial headstones: Review requirements: The Assistant Clerk is doing burial training in Sept and can check recommendations from the ICCM. Further investigations to find out who previously carried out the push test, by Clerk.

(d) Bench at Cemetery Lane near pedestrian entrance (Paper 4): To review and agree whether wood treatment and relocation are required: Obtain estimate to treat wood, bench should remain in position.

7. Allotments

(a) Springvale - Lease Amendment: To discuss updated advice from CDC and agree further action: Cllr Roberts has been liaising. Terms still being drawn up by CDC. The quote from Neil Teague for the tree clearance works discussed during the Village Walkaround, at £1,280 to be added to next VEC agenda.

(b) Cemetery Lane

- i) Plot 1B: To receive update on request to install a fence following site visit with plot holder. Cllr Roberts and the Clerk met the plot holder on site and he agreed to remove the pallet and re-fix the chicken wire across the gap, preferably with a wooden upright. All the items are already in use. Plot holder requested to grow planting to cover the gap.
- ii) Plot 30B: To review request from plot holder for Parish Council to remove existing shed on plot. (Paper 5). Cllr Roberts and the Clerk inspected the shed which has two asbestos panels on the roof. Clerk recommends that we get a quote for professional removal of these. Cllr Hadley proposed seconded by Cllr Wragge, all approved to get a quote for the removal of the whole shed following the removal of the asbestos. Plot holder to replace the shed at their own cost.

(c) Piece Hedge

- i) Plot 92C - request from plot holder to remove trees: To receive update following site visit and agree response. Cllr Hicks reported that some of the trees are well established and should remain but some of them on the opposite side of the footpath over-hang the Rectory Field, Clerk to check whether they are already on the tree inspection list.
- ii) Enquiry from Moore Road neighbour relating to access over allotments and maintenance of fence: To receive update following site visit and agree response. Cllr Hicks reported that the homeowner does not have an allotment yet. Cllr Hicks recommended that the homeowner could repair the fence. Further discussion required on request to have access over the allotments from their existing rear gate.

8. Finance: To review requirements for draft budget 2022-23 and agree recommendations to full Council. (Paper 6). It was proposed by Cllr Millett, seconded by Cllr Coventry to recommend the following to be added to the draft budget for 2022/23, £5k for Clapton Row Green. £1,800 for a Cemetery shed, £800 for taking down/putting up VG railings. Monies needed for tree works tbc following survey but committee recommends creating an EMR for tree maintenance of £10-£15k.

Village Green brown signs to be replaced if the grant for the Beautification fund is not successful £2k.

9. Correspondence:

- (a) Request for installation of a memorial bench (Paper 7): Further discussion required on a suitable location as all Riverside Walk benches have now been adopted.

10. Any Other Business: None.

11. Date of Next Meeting – Monday 13th October 2021 at 7.00pm.

Meeting Closed 7.55pm.