

# 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 6pm on Wednesday 16<sup>th</sup> November 2022 in the Windrush Room, The George Moore Community Centre** for the purpose of transacting the following business.

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

*Sharon Henley*

Mrs Sharon Henley

Clerk/RFO

10<sup>th</sup> November 2022

## AGENDA

- 1) Apologies for absence: To receive.
- 2) Declarations of Interest: To note.
- 3) To receive and approve the draft minutes of the meeting held on 28<sup>th</sup> September 2022.
- 4) Public Session: Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) Matters Arising:
  - a) Tree works including tree outside Bourtanical
  - b) Installation of new village signs
  - c) Repair of gate by the Cemetery
  - d) Fix of bench in Cemetery into place and secure into ground
  - e) Repainting of Lych Gate
  - f) Damage to stone edge by riverbank
  - g) Village maintenance contract tender
  - h) Grass verge cutting agreement with GCC Highways
  - i) Meeting with contractor to review worst areas of wear on Village Green
  - j) Cutting of hedge at The Naight
  - k) Treatment of Japanese Knotweed
  - l) Bench opposite Marshmouth Lane
- 6) Churchyard & Cemeteries:
  - a) Dismantling of the old cemetery shed and building of new shed:
    - i) To note that removal of asbestos roof panels was required at a cost of £495 + VAT and approved by Clerk's delegated authority.
    - ii) Additional contractor costs of £481 were required for clearing and removal of items in shed for health and safety reasons. Approved by Clerk's delegated authority – Committee to ratify, make budgetary provision and approve invoice for payment at a total cost of £1,931 (Paper 1a).
    - iii) New Cemetery Shed (Papers 1b & c):
      - (1) To review temporary fence erected by contractor and proposals from allotment plotholder for alternative arrangements.
      - (2) To consider recommendation to erect a sign on the shed.
      - (3) To determine condition of old benches on site and determine the following (Papers 1d & e):
        - (a) Whether Village Warden should be requested to apply wood preserver and agree costs.
        - (b) Locations and arrangements for installation.
  - b) Burial Fees (Paper 1d): Review of current schedule of fees, with reference to charging for memorial plaques in Ashes Garden and Village Green circular bench.
- 7) Allotments:
  - a) Allotment Annual Rents: To review annual fee of £21 per plot for 2023-2024.

- b) Allotments Rules (2a & b): To review rules for 2023-2024.
  - c) Moreton Show: Cllrs Robert and Hicks to make proposals for use of £75 prize money.
- 8) Village Green:
- a) Village Green risk assessment (Paper 3): To review recommendations and agree further actions.
  - b) War Memorial (Paper 4): To review quote for repairs at £560 and determine further actions.
  - c) Boulder on bridge opposite Motor Museum (Papers 5a & b): To note recent remedial actions and determine any further actions required.
  - d) Village Green Hire Policy (Paper 6): To review draft updated policy.
  - e) Christmas Tree:
    - i) To receive update from the Clerk on arrangements
    - ii) To approve hire of telehandler for use on the road during set-up at a cost of £334, including delivery. Fuel to be an additional cost. NB a separate hire would be required for take-down.
    - iii) To approve plant and motor insurance for telehandler for set up and take down with JCB (Paper 7) at a cost of £116.70 for each event.
    - iv) Costs (Paper 8): To review a cost breakdown against budget and agree any adjustments required.
- 9) Land and asset ownership (Paper 9): To review plan and agree any additional items to be added to the Asset Register for approval by full Council.
- 10) Stanway Green: Approval for Clerk to contact property owner to request removal of builder's waste materials.
- 11) Environmental Action Working Group: To receive any updates from Cllr Wareing.
- 12) Correspondence:
- a) Allotment plot 11b: To review recent correspondence and requests in relation to shed.
- 13) Frequency of Meetings: To review current schedule of monthly meetings as per recommendation by Council.
- 14) Items to note only.
- 15) Date of Next Meeting – 7.00pm on Wednesday 14<sup>th</sup> December in the Salmonsbury Room.
- 16) **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 allotment tenancies. As such, the press and public are excluded from this part of the meeting.**
- 17) Allotments inspections (Confidential paper 10): To review report and recommendations and agree further actions.