

# **Bourton-on-the-Water Parish Council**

## **Minutes of the meeting of the Village Environment Committee**

**held at 7pm on Wednesday 13<sup>th</sup> April 2022 in the Salmonsbury Room**

**Those Present:** Cllr P Millett (Chairman), Cllrs Roberts, Coventry & Hicks

**In Attendance:** Sharon Henley (Clerk)

**Members of Public:** None.

The meeting started at 7.15pm.

- 1) Apologies for absence: Cllrs Hadley and Wragge.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the meeting held on 17<sup>th</sup> March 2022: Proposed by Cllr Millett, seconded by Cllr Coventry. Cllr Roberts was not in attendance so abstained. The minutes were APPROVED as a true record.
- 4) Matters Arising:
  - a) Work to Pissards Plum in Cemetery – completed by Bibury.
  - b) T57 sorbus fell to ground level in Cemetery – completed by Treotech.
  - c) Additional tree survey now complete by Treotech – report expected in two weeks.
  - d) Second phase of tree survey work completed by Stockwell Davies.
  - e) Soil heap near Baptist Cemetery – removed by Bibury. The Clerk has requested a quote to remove the large tree stump.
  - f) Mowing at St Lawrence Churchyard – meeting with PCC postponed to 27<sup>th</sup> April. Cllr Roberts to attend in place of Cllr Wragge.
  - g) Scribe Cemetery package now installed, progress ongoing.
  - h) Gate at Cemetery Lane allotments – installation completed by Pete Scarrott.
  - i) Payment of Welcome Back Fund grant for replacement fingerposts – contractor invoice submitted to CDC for payment.
  - j) Installation of Christmas Tree – the contractor has declined to quote. To be discussed at the May meeting.
  - k) Post socket caps for Village Green railings – delivered and passed to Bibury.
  - l) Village Green railings removed on 6<sup>th</sup> April.
  - m) Hanging baskets delivered to Gotherington Nurseries by the Assistant Clerk.
  - n) Planters to be completed in early to mid May by Bibury.
  - o) Gravel bonded surface under the circular bench – work to be completed soon by Bibury.
  - p) Springvale allotments tree clearance now completed by Treotech. Bibury have been asked to quote for ground clearance. Cllrs Hadley and Roberts to meet the contractor on site.
  - q) Volunteer litter pickers – a new risk assessment and updated volunteering policy approved by Council for dissemination to volunteers by the volunteer group leader.
  - r) Jubilee Orchard – replacement padlock and byelaws sign in place. Quote sought from two contractors for installation of a new pedestrian gate.
- 5) Churchyard & Cemeteries:
  - a) Cemetery Shed: To note that costs have risen and a new quote was supplied by Norton Leisure Buildings, Major Apex Model 12' x 10' Deluxe at £3,291 incl delivery, assembly and VAT. Double doors an additional £129 (Paper 1). Due to the rising costs of a wooden shed it was agreed to consider options for a metal shed, similar to that recently purchased for the Youth Club. The Clerk to circulate details.
  - b) Removal of Len Hill Memorial: Following the commencement of this project on site the contractor had advised of additional work required to the wall for safety reasons (Paper 2a & b). The committee considered two quotes. The Clerk to obtain a quote from the first contractor for work completed so far and to obtain from them a quote of similar specification to that of the second contractor.
  - c) Graffiti at the Lych Gate: The Clerk to ask Ryan Parkinson who had previously removed graffiti from the lych gate to quote for further removal.

- 6) Allotments: There were no additional items to report.
- 7) Village Green
  - a) Replacement of signposts around the Village Green: A list of 18 no. signs was circulated by Cllr Millett and a final list agreed to include a sign for The Naight playground. The Clerk to order the signs as previously agreed in black with gold lettering. Cllr Millett to approach businesses to liaise on upgrading their signs to the new design. As a second tranche there was an additional list of businesses to contact who may wish to purchase a sign in the future.
  - b) Christmas display
    - i) The quote for repair from Blachere Illuminations at **£178.26 (Paper 3) was APPROVED.**
  - c) Village Green railings:
    - i) Post Sockets: The bespoke design proposed by Bibury (Paper 4) and quote supplied by Paxweld for 37 no. at £584 + VAT was reviewed. The Committee did not approve the purchase as it was thought that the metal post sockets would represent an additional trip hazard. It was agreed to keep replacing the plastic caps as spares had already been ordered.
  - d) Hanging Baskets: The following was approved:
    - i) Installation and watering - approx. 2 hours on Monday 30<sup>th</sup> May. It was agreed to instruct Pete Scarrott.
    - ii) Pete Scarrott to confirm whether he is available to water the baskets at a cost of £700 for 14 weeks, to include the installation and watering. Alternatively, Pete to complete installation and watering as per item (i) at his usual rate and Cllr Hadley to advise on contact details of the contractor used previously. The Committee discussed the method currently used for watering and agreed to review in May whether any equipment could be purchased to simplify the task.
  - e) Planters: The Clerk to follow up with the Cubs/Scouts via the Village Warden to see if they would be prepared to water and maintain the three planters.
  - f) To consider proposal by Cllr Randall to approach local businesses for assistance with funding for hanging baskets and Christmas displays. The Clerk to write to the BTAG Group to determine their thoughts and ask if they would be willing to contact local businesses to request donations towards the costs which are currently met by the precept.
- 8) Use of contractors: The availability of contractors for practical handyman and maintenance tasks was discussed and it was agreed that additional contractor help was required. The Clerk to add to the May Council agenda the possibility of advertising for a handyman to work regularly as a contractor.
- 9) VEC Committee for 2022-23: To review committee structure and determine whether responsibilities should be divided between two separate committees. It was agreed to retain the existing structure but the committee would endeavour not to take on additional projects for the remainder of the financial year in order to manage the costs and workload of the committee.
- 10) Benches on Rissington Road: Current provision was reviewed and it was agreed that the wooden bench opposite Marshmouth Lane should be replaced. The Clerk to investigate if the metal bench from the shed at the GMCC was available to relocate and, if so, to obtain a quote to remove the existing bench and install the replacement. The two metal benches at the bottom of Rye Close and opposite the Rissington Road car park require repainting with Hammerite Green. The Clerk to chase up a previous quote for Rye Close and obtain a quote for the second bench.
- 11) Correspondence:
  - a) Springvale allotments: Request from tenant to clarify whether adjacent residents have right of access over the allotments from their rear gardens. (Papers 5a & b). The Clerk to write to both parties and state that the long-standing arrangement is that the householders of that part of Springvale have the right to walk out of their back gates and along the lane using the pathway but should not trespass on the allotment plots.
  - b) Cemetery Lane allotments: Request from tenant of Plot 39B to have a 6' x 4' greenhouse in addition to a wooden framed fruit cage and 8' x 6' potting shed. A previous request for an 8' x 6' greenhouse in addition to the 8' x 6' potting shed was declined by the Committee. The Clerk to advise the plotholder that a compromise had previously been offered of having a larger combined wooden structure and glass-sided structure which doubled as shed and greenhouse. The council do not consider that allowing a larger structure is permissible. It is not the size of the greenhouse that

causes concern but the number of structures on the allotments. The rules state that maximum sizes of a 6' x 4' wooden shed and a 6' x 8' greenhouse are allowed.

- c) Request to adopt the Feed the Ducks initiative (Paper 6). The committee were not in favour of adopting this scheme.

12) Any Other Business

- a) The Assistant Clerk had received a further request to move the bench at the entrance to the Cemetery. The current position was unsuitable because youngsters had been observed moving the bench forwards to rest their feet on the headstones. Cllr Roberts to review on site to make recommendations at the May meeting.
- b) Confidential item for the May agenda: Plot 88 Piece Hedge.
- c) Dog fouling to be added to the May agenda.

13) Date of Next Meeting – 7.00pm on Wednesday 11<sup>th</sup> May 2022 in the Salmonsbury Room.

There being no further business the meeting closed at 21.02 hours.