

Bourton-on-the-Water Parish Council

Minutes of the Village & Environment Committee Meeting held at 7pm on Wednesday 28th September 2022
in the Windrush Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, L Hicks, A Roberts (minute taker)

In Attendance: Cllr A Davis attended as a non-committee member in a non-voting capacity.

Members of Public: None present.

- 1) Apologies for absence: Cllrs J Wareing and B Wragge.
- 2) Declarations of Interest: There were none.
- 3) Resolution to co-opt Cllr J Wareing to the Committee. APPROVED
- 4) To receive and approve the draft minutes of the meeting held on 10th August 2022. APPROVED
- 5) Public Session: There were no items.
- 6) Matters Arising:
 - a) Replacement of Rissington Road benches: A GCC Highways team will collect the bench from the GMCC and install it sometime during October.
 - b) Arrangements for CDC's Tourist Levy Consultation: BoWPC and the VIC distributed hard copies for parishioners who were unable to respond on-line. The consultation closed on 18th September and Cllr Hadley has written to CDC requesting the outcome of the survey.
 - c) Tree works – instruction of Treetech for outstanding tree survey works: The contractor has been instructed and the first tranche of trees have been included in an application for tree work to CDC.
 - d) Tree outside Bourtonical: The contractor was requested to include this work and responded that they would advise if there was to be any additional charge.
 - e) Installation of new village signs: The contractor has been instructed; awaiting date for installation.
 - f) New signage at Cemetery Lane allotments for wood-chip and manure bays have been installed.
 - g) Mowing of grass verge at Lansdowne: This has been completed.
 - h) Springvale lease: CDC have advised that they would be happy to consider amending the lease to include greenhouses and extending the parking hours, but not until the lease renews in April 2025. As these are relatively minor amendments the resources cannot be justified to make the amendments at present. The 6 month break clause remains, as although the land is currently not allocated for potential housing, CDC has not discounted other uses for it. However, any change of use would require prolonged discussion and plenty of warning for Parish Council and tenants.
- 7) Churchyard & Cemeteries:
 - a) To review contractor quotes for the following and instruct a contractor or agree further actions (Paper 1):
 - i) To repair gate by the Cemetery
 - ii) To fix bench into place and secure into ground
 - iii) To dismantle the old shed and build the new shedThe quote from P Honour for £1,450 for the works was accepted and Cemetery budgeted funds already allocated would be used. Costs APPROVED
 - b) Re-painting of Lych Gate: To note this work was approved (but not completed) in November 2021 by GM Decorating Services Ltd at £540 to be funded by Contingency. The Committee requested that the Clerk liaise with the contractor to get the work completed this financial year. APPROVED
- 8) Allotments:
 - a) Update on sourcing of funding for new plots at Springvale. CDC has clarified that it intends to keep the 6 month break clause in the lease until 2025. This may affect the viability of applying for grants. Investigations regarding grant eligibility are ongoing.
 - b) Allotments inspections: To note that Cllrs Roberts and Hicks have arranged to conduct inspections on 5th October and will report back at the October VEC meeting.

- c) Moreton Show: To note that second prize was won by the Cemetery Lane allotments and agree on how prize money (£75) should be used. Cllrs Roberts and Hicks will investigate how the money might be used when they conduct the allotment inspections on 5th October.
- 9) Village Green:
- a) Further damage to stone edge by riverbank – The Committee requested that the Clerk arrange for a suitable contractor to attend a site visit with Cllrs Hadley and Roberts at the earliest opportunity.
 - b) Health and Safety Inspections: To arrange dates and councillors to inspect the Village Green, Clapton Row and the riverbanks. Cllrs Hadley, Roberts and Hicks will meet on 6th October at 09:00.
 - c) War Memorial:
 - i) To note that cleaning will be completed by Pete Pulham prior to Remembrance Sunday.
 - ii) To review damage to memorial and agree further actions (Paper 2) The Clerk is awaiting recommendations from Peter Shaw, Memorial Mason. As the structure is listed, there may be a process to follow if the repairs are more than minimal.
- 10) Village Maintenance Contract
- a) Review updated draft specification and tender for 2023-2026 following Council meeting (Paper 3a). It was agreed that a strip of land adjacent to Hilcote Drive would be removed from the map as Bibury have confirmed that they don't mow this because residents have taken over the task, (as agreed with BoWPC at the time). Other updates have been made following review at the last PC meeting and the draft specification was APPROVED
 - b) Cutting of Highways grass verge strips (Paper 3b & c)
 - i) To review proposal by GCC Highways to enter into a formal contract and agree further actions. The committee agreed to make a recommendation to full Council. APPROVED
 - ii) Following consideration of (i) to agree which Highways Terms and Conditions would require integration into the Village Maintenance Contract. The clerk suggested quoting the public liability required (£10m?) and referring to the Highways document which should be issued with the tender. The Committee agreed this should be done. APPROVED
 - c) To arrange a site meeting with Bibury Landscapes to review worst areas of wear on the Village Green and riverbanks and what action is required. Cllrs Hadley and Roberts agreed they could attend. The Clerk was requested to arrange a meeting with a Bibury representative (early morning on 6th October if possible).
 - d) The Naight: To instruct Bibury Landscapes to cut two hedges at rear of toddler play area/British Legion car park down to fence height to open up the area. The Committee requested that the Clerk instruct Bibury accordingly. APPROVED
- 11) Environmental Action Working Group:
- a) To note that the Terms of Reference were agreed by Council. Noted.
 - b) To note the draft minutes of the meeting on Tuesday 20th September by Cllr Jon Wareing (Paper 4). Noted.
- 12) Japanese Knotweed (JKW): To review new quote and advice from Complete Weed Control (Paper 5) The JKW appears to have spread to the neighbouring property so control action was required. The Committee considered the new quote from local company Complete Weed Control at £375 + VAT. This to be taken from contingency. Also to allocate money for further control action each year for three years at £220 plus VAT per year, with the Clerk adding provision for this in the draft budget for 2023-24. Costs APPROVED.
- 13) Budget
- a) To review YTD expenditure and EMR (Papers 6a & b) Reviewed and noted.
 - b) To review draft budget for VEC and agree on figures for discussion at full Council meeting (Paper 6c) The Committee noted that the Chairman and Clerk have added in draft figures for discussion.
- 14) Correspondence:
- a) T50 common yew at the Cemetery: To consider request from resident to trim tree into shape (Pics in Paper 7a). The Oct 21 tree survey listed work being required within one year. The Committee agreed that additional work should be done to tidy up the crown and remove any dead wood. The Clerk was requested to get a quote for the work and inform the resident that the matter was in hand.

- b) Correspondence from allotment plot-holder, Cemetery Lane (Paper 7b). It was not clear to the Committee exactly which shed the tenant was referring to. Cllrs Roberts and Hicks would make further investigations during the allotment inspections.
- c) Late paper: Request from Allotment Plot holder 26a to erect a 6x4 greenhouse. The Committee agreed to allow the request for a green house. The Clerk was requested to inform the tenant that the old cemetery shed was due for demolition and a smaller shed was being erected on the old base. He may wish to delay greenhouse construction until work completed. (The Committee also noted that as the new shed is smaller, a fence/hedge will probably need to be erected to prevent access to the allotments from the cemetery).

15) Items to note only. There were none.

16) Date of Next Meeting – 7.00pm on Wednesday 12th October 2022 in the Salmonsbury Room.

There being no further business, the meeting closed at 19:46