

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Village & Environment Committee Meeting

held at 7pm on Wednesday 10th January 2024 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs A Davis, L Hicks, L Launchbury, A Roberts.

In Attendance: Vanessa Oliveri (Committee Clerk) and Jo Herbert (Assistant Clerk)

Members of Public: None

1) **Apologies for absence:** Cllr S Coventry and Cllr J Jowitt.

2) **Declarations of Interest:** None.

3) **To receive and approve the minutes of the meeting held on** Wednesday 8th November 2023.

APPROVED with the following amendments: -

5c. The amount is £1550 + VAT

9a. It was suggested that an eco-friendly product be use, not harmful to aquatic life, eg. Ecover washing up liquid.

11c. £60 inc VAT

15. Trees The amount is £800.80 +VAT

18. Risk assessment will take place on 22nd November 2023 not 2022

4) **Public Session:** None in attendance.

5) **Matters Arising:**

a) Grass verge agreement with GCC Highways. – The committee agreed to invoice GCC £250.00 for the agreed grass cutting for 2023. The committee noted that GCC had agreed to quarterly meetings to discuss any issues/concerns, the last meeting had taken place in March 2023. The committee clerk was to email Bob Skillern, GCC Dan Tiffney, GCC and County P Hodgkinson to request a continuation of the meetings agreed to so that actions can be noted and undertaken where required.

b) Metal fence – A quotation had been received in conjunction with a quotation to carry out the works required on the MUGA and the swings at The Naight and to spot weld the eight connection points on the metal fence by Stanway Green at a cost of £420.00. The committee noted the quotation received and agreed for the welding work to be undertaken on the metal fence by Stanway Green. Harrison & Hardie was to be contacted to remove the, 'For Sale' board next to the metal fence at Stanway Green.

c) Weed and tidy the Jubilee Garden beds – The work had commenced on 8th January 2024 and the contractor hoped to finish the work by the end of the week.

d) Rotted roof timbers at Lych Gate – The committee noted that the work was to be undertaken imminently. The Assistant Clerk agreed to contact the contractor to confirm a start date.

e) Benches at Jubilee Gardens – had been stored in the Cemetery shed for the winter period.

f) Bench cleaning: Cllr Roberts had attended the cubs AGM and had confirmed with the cub leader that hot soapy water was to be used to clean the benches on the village green. This job would be undertaken in the Spring.

g) The Cemetery tap was replaced in November as it would not turn off and insulation had been fitted around the tap so that it could remain on during the winter as it was needed for the cemetery and allotments.

6) **Finance:**

a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report (**Paper 1**) and the Earmarked Reserves report (**Paper 2**).

7) **War Memorial:** To contact WMC Masonry to set a date to undertake the memorial repairs required.

8) **Churchyard & Cemeteries:**

a) The committee discussed future actions relating to the Baptist Cemetery and agreed that further clarification was required to the Parish Council's responsibilities in relation to the fact that it may not be formally closed.

- b) The committee noted that a verbal complaint had been received in respect of damage to memorial vase. The contactor had been notified of this issue and agreed to take care around memorials. The person who had raised the complaint had been notified that vases should be positioned next to the headstone or built into the memorial as per the cemetery rules and regulations.

9) Village Maintenance:

- a) Village Maintenance Contract: A site meeting was being arranged for the end of January to discuss works required as previous person at contractors had now left position.

10) Village Green:

- a) Byelaws signs: The additional temporary sign had been removed from the Victoria Street green; the committee agreed to monitor the situation for now.
- b) The committee noted the contractors would reseed and return as agreed as soon as the weather was suitable for the job.
- c) The committee agreed to carry forward to the next VEC meeting a proposal to create a paper on regeneration of area in front of the willow tree.
- d) **Bicycle racks:** The committee agreed that the provision and location of bicycle racks in the village was to be part of the working groups discussion. The committee clerk was to contact CDC to check if they were still providing bicycle racks in the district.
- e) **Village Green Risk Assessment:** The committee reviewed the completed village green risk assessment and agreed the following actions: -

Locate previous quotations for repairs to bonded surface under circular bench
Contact BBN and ask if they can update the village map for the notice board in the village
The large black litter bins need cleaning - Ask the recreation inspector to clean them
The round bench under the tree on the village green needs repainting - Ask Gary McPhilimey to paint
Locations of old signs not required in the village to be confirmed and details to be passed onto the committee clerk
Ask the contractor to plant the round planter in the village
Victoria Street bridge - A mirrored copy of the metal fence on the Victoria Street bridge is required on the opposite side of the road to prevent people from jumping off the bridge parapet onto the grass by Panes Bridge. To contact a fabricator to obtain a quote.
Contact GCC to ask if they would remove the redundant highways posts along the verge by the Birdland bund.
To add, 'To check ditch on the village green' back onto the Village Green Risk Assessment sheet

11) Allotments:

- a) The committee granted permission for a 6' x 6' greenhouse from tenant of Plot 1B.
- b) The committee granted permission for a 8' x 6' greenhouse from tenant of Plot SV4.
- c) The committee granted permission for a 6' x 4' shed from tenant of Plot 29A.
- d) The committee granted permission for a 13' x 8' x 7' fruit cage from tenant of Plot 13B.
- e) The committee granted permission for a retrospective request from tenant of Plot SV3 for netting frame.
- f) To committee considered the large holes in the track at the entrance to the Cemetery Lane site and agreed that more hard core was required from Travis Perkins. Cllr Hicks to notify the Assistant Clerk of the type/size of hard core required.
- g) Cllr Hicks to contact Men In Sheds to ask if they would be available to replace the rotten wooden bays for manure/chippings at the entrance to the Cemetery Lane site.
- h) The committee approved delegated authority for clerking team to permit requests for tenants to erect sheds/greenhouses if within maximum permitted dimensions of tenancy agreement.
- i) The committee considered and unanimously agreed to a request by Headspace to waive the allotment tenancy fee for the duration of their tenancy so that they could continue to use the plot for their youth wellbeing services in the community.

- j) The committee noted the allotment inspection report of 13th December 2023 and noted the actions already taken. Cllr Hicks was to ask the recreation inspector to move a sign.

12) Accessibility Audit:

- a) Dropped kerb – To be followed up with Dan Tiffney, Wendy Gray and County Cllr P Hodgkinson.
- b) The insurance company was to be contacted to confirm the insurance risk for an extra slab for seating near the river for wheelchair use.

13) Purchase of Sound System

- a) The committee unanimously agreed to the purchase of a battery powered, Bluetooth PA system with a stand and two microphone stands at an approximate cost of £400. Cllr Hicks suggested the cost could come out of the unspent Youth fund but this would have to be agreed at the next YWB meeting (22.1.24).

14) Events:

- a) Cllr Hadley updated the committee that the ER band can be removed from the beacon therefore a new band was not required (re. commemorate D-Day 80 – 6th June 2024.)

15) Area in front of The Willows Pub: Cllr Hadley agreed to arrange a working party meeting to take forward the project to agree the specification for the area in front of The Willows pub, including the

paving. Members of the working party are Cllrs Hadley, A Roberts, L Hicks and M Samuel.

16) Biodiversity Policy: It was reported that SLCC were working on completing an update to the model Biodiversity policy.

17) Hanging Baskets: The committee received and approved a quotation to supply hanging baskets in the village for 2024 at a cost of £2,297.00 plus VAT.

18) Trees: The committee noted works approved by full Council and dates scheduled by contractor.

19) Correspondence:

- a) Email received on 9th January from Piece Hedge tenant re pruning of apple tree. The committee agreed to ask the neighbouring allotment holder to prune the apple tree. There would not be a reduction in the allotment rent, if the allotment holder wanted to move to another allotment, then this option would be permitted.
- b) The committee approved a request received on 9th January for 6x4 shed and 6x6 greenhouse from tenant of Plot 42B

20) Items to note. None.

21) Date of Next Meeting: Wednesday 14th February 2024 at 6.30 pm in the Salmonsbury Room.

There being no further business the meeting closed at 20.39 hours.