

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 7pm on Wednesday 27th September 2023 in the Salmonsbury Room, The George Moore Community Centre** for the purpose of transacting the following business.

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

V. Oliveri

Mrs Vanessa Oliveri
Locum Clerk/RFO

21st September 2023

AGENDA

- 1) **Apologies for absence:** To receive.
- 2) **Declarations of Interest:** To note.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 23rd August 2023.
- 4) **Public Session:** Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways – no further updates.
 - b) Purchase of sound system - full Council agreed that Cllr Jowitt should research costs and specification for further consideration by full Council.
 - c) Weed and tidy Jubilee Garden beds: To note that this was reconsidered by full Council who requested that additional quotes were sought.
 - d) Cut back Station Road hedge at traffic lights at £650.00: To note this was approved by full Council.
 - e) Damage to boundary fence bordering Greystones Lane: Cllr Roberts to update.
- 6) **Finance:**
 - a) To note the current Burials & Allotments and Village Maintenance Detailed Cost Centre Reports, the Summary Report and the Earmarked Reserves reports (Papers 1a, b, c & d).
 - b) To agree draft budget for 2024/25.
- 7) **War Memorial:**
 - a) To agree arrangements for cleaning of War Memorial and removal of wreaths prior to Remembrance Sunday.
 - b) To confirm specification and frequency of clearing the war memorial ditch.
- 8) **Churchyard & Cemeteries:**
 - a) Memorial Testing at Cemetery and St Lawrences: To agree timing for memorial testing and period of notice. To approve proposed notice from Assistant Clerk (Paper 2a).
 - b) Rotted roof timbers at the Lych Gate: To approve quote of £50.00-£75.00 from Paul Honour for investigative works at the Lych Gate (as per minute previous minutes number 8b).
 - c) Baptist Cemetery Gate: Recess of hasp further into the stonework – quotes tbc.
 - d) To approve a letter for persistent breaches re tributes at cemetery (see draft produced – Paper 2b).
- 9) **Village Maintenance:**
 - a) Village maintenance contract: To receive a report from Cllr Roberts on the meetings held with the contractors on 14th July and 20th September to discuss any issues with items on the specification, progress with current works and agree further actions.
 - b) Bench cleaning: To note that Ubico do not offer this service. To receive an update on approaching the Scout Group to assist with this.
 - c) To discuss and resolve the issue with dam building in the river.

- d) To receive an update from Cllr Roberts re missing kerb stones outside Waterfront Tearoom, at the Old Ford, and agree actions.
 - e) Tourist Levy Projects: To discuss obtaining approximate costs for projects to be covered from this year's Levy funding, as per meeting with CDC on 19th September.
- 10) Village Green:**
- a) Byelaws signs: To receive an update on agreed purchase and installation.
 - b) Agree date to inspect the Village Green with the maintenance contractors to reseed and returf where necessary – Cllr Roberts to agree dates – update required.
 - c) To agree proposal by Cllr Hadley to create a paper on regeneration of area in front of the willows.
 - d) To consider idVerde quote for Village Green railings at £900 + VAT (Paper 3).
 - e) To receive an update from the Christmas Tree Working Group.
- 11) Allotments:**
- a) To approve quote of £240.00 for Pete Scarrott to repair post and wire fence at Piece Hedge allotments which has collapsed (includes 7 posts, 1 roll of fencing and labour).
 - b) To note response from tenant at Springvale re water feature and agree actions.
 - c) To agree date to reinspect allotments in October to check progress.
 - d) To consider a request from a tenant of Plot 26B to split plot to create two quarter plots as the tenant can no longer manage the whole area.
 - e) To agree new rate for allotment rent wef 1st January 2024 and confirm agreed notice period.
 - f) To approve drafting an agreement for each allotment holder to sign annually in place of current rules.
 - g) To receive an update from Cllr Roberts re damage to Cemetery Lane allotments boundary fence at Greystones Lane and agree actions.
 - h) To consider suggestion and agree specification for a notice at Cemetery Lane allotments on gate onto Greystones Lane, e.g., 'Please Close and Bolt the Gate'.
- 12) Jubilee Orchard:**
- a) Damage to Jubilee tree and plaque: To note this was reported to the police and the plaque is being reinstated by Dave Perry.
 - b) Litter bin: To receive an update on the request for another bin to be positioned behind Manor Close.
- 13) Accessibility Audit:**
- a) Funding application for Inclusion Gloucestershire – update on progress by Cllr Davis.
 - b) Dropped kerb – update on progress by GCC Highways.
 - c) Extra slab for seating near the river. Update on action to consult ROSPA.
- 14) Ash Die Back Replacement Trees:** Cllr Davis to update on proposed submission, deadline 1st September 2023.
- 15) Bicycle racks:** To receive an update following a walkabout to assess possible bicycle racks.
- 16) Events:**
- a) To agree any events to be arranged to commemorate D-Day 80 – 6th June 2024 (Paper 4).
- 17) Environmental Action Working Group:** To reschedule the previous meeting.
- 18) Correspondence:**
- 19) Items to note.** To receive reports for information only.
- 20) Date of Next Meeting:** To re-arrange date for next meeting – currently 11th October 2023.