

**Bourton-on-the-Water Parish Council**  
**Minutes of a meeting of the Village Environment Committee**  
**held at 7pm on Wednesday 10<sup>th</sup> November 2021**  
**in the Windrush Room, The George Moore Community Centre**

**Those Present:** Cllr P Millett (Chairman), Cllrs S Coventry, B Hadley (minute-taker), L Hicks, A Roberts, B Wragge

**Members of Public:** None.

- 1) Apologies for absence: None
- 2) Declarations of Interest: None
- 3) To receive and approve the draft minutes of the Village & Environment Committee Meeting held on 13<sup>th</sup> October 2021. Proposed by Cllr Millett and seconded by Cllr Roberts, all approved by the Committee with the following amendment.
  - a) *Correction made to item line 4 c) Springvale not Springfield allotments.*
- 4) Matters Arising:
  - a) Update on Tree Survey 7<sup>th</sup> October  
A hard copy was received from Treotech at lunchtime today and requires review. A soft copy has been requested for circulation along with a quote for any work required within the next 3 months. EMR funds have been allocated for tree work, held over until full report circulated.
  - b) Installation of Christmas Tree – confirmation of final arrangements  
A telehandler with a ticket to operate has been found on Hackling's new development site. He will attend at 9am on Saturday morning along with Malcolm Temple who has a ticket to operate a chainsaw. Cllr Hadley and Cllr Hicks will be in attendance to cone the area off.
  - c) Dog bin relocation at Rissington Road  
This has been sent to CDC who are looking into our request.
  - d) Installation of Village Green railings  
This has been booked for Monday 29<sup>th</sup> November with Bibury. Clerk to inform Hacklings who store the railings, Bibury will collect them.
  - e) Removal of Len Hill Memorial  
The faculty application has gone to the Diocese and is being passed to the Registrar for further processing. The Clerk has arranged for the required public notice to be displayed at the church in duplicate for 30 days and this expires on 1<sup>st</sup> Dec, after which time the Diocese can be advised of completion. The quote for removal was approved at full council.
  - f) Update of Plot Map for Piece Hedge Allotments  
Cllrs Hicks and Cllr Roberts have measured the area and this is in hand. Clerk to add to the next agenda for VEC.
  - g) Blue plaque for Wilfrid Hyde-White  
Committee agreed no further action on this point and await any requests from societies who inquire.
- 5) Village Maintenance
  - a) Work at Jubilee Orchard: To agree next steps  
Cllr Millett proposed and seconded by Cllr Hicks and all approved for the Clerk to now go to Treotech for a quote. Cllr Millett proposed, seconded by Cllr Roberts and all approved for the Clerk to encourage local tree surgeons to obtain the relevant licences and training as the Committee are keen to support local tradesmen.
  - b) Periwinkle Bank: To note map and deeds and discuss whether any additional work is required. The Assistant Clerk supplied these documents which show that a fence must be maintained and there is no provision for a gate which was requested by the adjoining landowner.  
Cllr Millett proposed, seconded by Cllr Hicks and all in favour to request additional funding at the next budget workshop to extend the fence to its full length at an approx. cost of £500.
  - c) CDC Trial of Bins: To discuss operational and design factors and agree on suitable feedback to District Councillor and CDC.  
Councillors would welcome a discussion with CDC reference the new bins to highlight several areas including, replacing existing small double bins with the new large bins, the colour of the bins and introduce genuine recycling bins. The Committee however did comment that the litter was better controlled generally through this summer.
  - d) To review Risk Assessment of Open Spaces within the Village and agree further actions.

The Risk Assessment was now signed and dated by Cllr Millett and noted that Cllr Roberts was also in attendance. With the Green being fenced in a couple of weeks' time, the areas of high risk are to be highlighted to Bibury, returfing and levelling do have a budget figure against them but they will have to quote for tree stump removal etc. All highlighted areas relating to the footpaths with missing stones needs a quote from Pete Scarrott as soon as possible. Cllr Millett proposed to carry out any work using a budget of £250 to come out of contingency, seconded by Cllr Hadley and all in favour.

- e) Hanging Baskets for 2022 – to agree plans in principle in order to seek quotes.

The committee requests that the Clerk obtains quotes for the 13 hanging baskets and 3 planters but the colour scheme should be Red, White and Blue, proposed by Cllr Hicks, seconded by Cllr Millett all in favour.

- f) Request for Installation of a memorial bench: To review GCC application form required for a replacement bench at the entrance to Rye Close. Clerk to add this to the next VEC agenda.

- g) Clump of greenery on right of way at The Naight: To agree maintenance arrangements.

The Committee requests that the Clerk writes to the owners of The Dolls House who has ownership of this area and they need to cut it back to their arch fence.

- h) Japanese Knotweed at The Naight: Clerk to notify adjoining landowner and seek advice from the Environment Agency regarding removal.

## 6) Churchyard & Cemeteries

- a) Risk assessments for the Churchyard and Cemetery:

- i) Update on actions completed

**Churchyard:** Cllr Hicks will liaise with the Assistant Clerk about the location of the trip hazard in the Churchyard.

**Cemetery:** The Committee request that any tree work is put on hold until the full results from the tree survey.

### **Cemetery Risk Assessment Quote**

The Committee agreed following a proposal from Cllr Millett, seconded by Cllr Roberts and all were in favour for Bibury not to remove the shrubs in the ashes garden, reducing the quote by £440 and to take to full Council the remainder of the estimate @ £1045.00 to come out of General Reserves.

- b) Lych Gate

- i) To note completion of repairs including downpipe brackets and gutter clearance  
ii) To review quote for repainting including gutters and downpipe:

Cllr Roberts proposed the quote from GM Decorating Services Ltd @ £540 seconded by Cllr Millett and all in favour to proceed with the work, to be taken out of the VEC Contingency Fund.

## 7) Allotments

- a) To agree new Allotment Rents for 2022, currently £20 per half plot.

Cllr Hadley proposed an increase of £1 to £21 seconded by Cllr Roberts all in favour.

- b) To review Allotment Rules for Springvale and Piece Hedge for 2021 and agree any amendments required for 2022, including addition of policy for reallocation of plots which become vacant.

A request was made by an existing plot-holder to take over plot 40b which had become vacant. They had helped the tenant to work it previously and wished to continue working it in addition to their own plot. It was agreed to offer the plot-holder the choice of one of the two plots in recognition of the long waiting list.

Cllr Millett proposed that when an allotment becomes vacant it should be awarded to the next resident on the waiting list, seconded by Cllr Coventry all in favour. Cllr Millett proposed that Cllr Roberts should update the allotment rules in time for the next VEC meeting to include a reference to when an allotment becomes vacant, seconded by Cllr Wragge all in favour.

- c) Springvale

- i) Vegetation and Tree clearance: Update on work by Bibury Landscaping and decision on next steps

Cllr Hadley proposed that the Clerk should contact The Thriving Communities Fund to see whether their grant can be used to fund this work, it will help with health and wellbeing of residents by providing an additional 6.5 plots (we have a waiting list), it has parking spaces and we already given a plot to Head Space one of the local charities, this was seconded by Cllr Hicks and all in favour.

- ii) Plots 4 and 8 – mole problem. To review and agree further actions

The plot holders are to be informed that mole problems are the responsibility of the plot holder and they should make arrangements to remove them humanely.

- iii) Allotment lease with CDC: To request removal of 6-month break clause and chase outstanding amendments  
It is understood that Cllr Roberts is current liaising with CDC on this, noted.

d) Cemetery Lane

- i) Update on asbestos removal.  
Noted removal starts 19<sup>th</sup> November.
- ii) Plot 24b – to agree arrangements for replacement of shed roof or removal of shed structure following the above work  
Clerk to request a quote from Pete Scarrott to, 1) Replace the roof, 2) Remove the remainder of the shed completely.

8) Correspondence:

a) Request for a memorial plaque

The Committee declined the request for a tree. Cllr Hicks proposed that we should take to Full Council and consider requests for plaques to be sited on the circular seat around tree No. 23 Holme Oak seconded by Cllr Hadley all in favour.

b) Review issues raised by Cemetery Lane plot holder 2b

Cllr Roberts proposed, seconded by Cllr Roberts and it was agreed that the Clerk should write to the plot-holder of 1b and request for the removal of the cold frame.

9) Any Other Business (items to note only)

Cllr Coventry reported that a large branch fell from the Council owned trees at Rye Crescent play area last week, note that these trees were not included in the recent survey.

10) Date of Next Meeting – Wednesday 8<sup>th</sup> December 2021 at 7.00 pm.

There being no further business the meeting closed at 8.26pm.