

# Bourton-on-the-Water Parish Council

## Minutes of a meeting of the Village Environment Committee held at 7pm on Monday 16<sup>th</sup> May 2022 in the Windrush Room, The George Moore Community Centre

**Those Present:** Cllr P Millett (Chairman), Cllrs Coventry, B Hadley (Minute-taker), A Roberts.

- 1) To elect a committee Chairman. Cllr. Hadley proposed Cllr. Millett, seconded by Cllr. Roberts all in favour, Cllr Millett accepted the proposal.
- 2) To elect a committee Vice Chairman. Cllr. Roberts was proposed by Cllr. Millett, seconded by Cllr. Coventry, Cllr. Roberts accepted the proposal.
- 3) Apologies for absence: Cllr L Hicks, B Wragge.
- 4) Declarations of Interest: None
- 5) To receive and approve the draft minutes of the meeting held on 13<sup>th</sup> April 2022. Proposed by Cllr. Millett, seconded by Cllr. Roberts, all in favour.
- 6) Matters Arising:
  - a) Replacement of signposts around the Village Green. Noted signs have been ordered from the contractor.
  - b) Installation and watering of hanging baskets. Installation is being undertaken by Pete Scarrott on 30<sup>th</sup> May and he has accepted the proposal to continue watering for the season, as per the budgeted amount.
  - c) Watering and maintenance of planters in village centre: The Riverside Café and Chestnut Tree have offered to water and look after the planters outside their establishments this season. The committee would like to thank them for their kind offer. This to be managed in collaboration with the Village Warden.
  - d) Benches on Rissington Road. See AOB for repainting quote. It was confirmed that the metal bench outside the GMCC is on clinic land. If applicable, Cllr Roberts to contact the donor about relocating. Cllr. Roberts to progress.
  - e) Use of contractors. To be dealt with at agenda item 11.
- 7) Churchyard & Cemeteries:
  - a) Cemetery Shed: To review specification of metal shed recently purchased for Youth Club and agree on suitable specification for order (Paper 1) A Shed 9'1" x 12'6" available for £629 + VAT with free delivery was proposed by Cllr. Millett, seconded by Cllr. Coventry, all in favour
  - b) Removal of Len Hill Memorial: To consider quotes (Papers 2a & 2b) and agree actions. Consider options for additional funding required. The quote at paper 2a was rejected due to cost. Cllr. Roberts suggested another contractor who may be prepared to quote. If not Cllr. Roberts was going to meet Matthew Joynes to discuss his quote, carry forward.
  - c) Grass cutting at St Lawrence Churchyard:
    - i) To consider a total cost of £1,945 + VAT for Bibury Landscapes to undertake the seasonal cutting, or £1,200 if PCC volunteer assistance is available. Balance of costs in excess of budget to be taken from Contingency. As deferred from full Council. **Cllr. Millett proposed the £500 already in the budget to be paid immediately seconded by Cllr. Roberts and recommend for approval of the remaining £700 to be paid to be confirmed at the June Parish Council meeting.**
  - d) Graffiti at the Lych Gate (Paper 3): To consider photos of damage and remedial work and further quote from Ryan Parkinson to include use of DOFF machine and generator at £275. Cllr. Roberts proposed the sum of £275 seconded by Cllr. Millett, all in favour to go ahead with the work.
  - e) Bench at Cemetery entrance: Cllr Roberts to make recommendation for suitable site for relocation. The bench has been moved and the Clerk to arrange for the bench to be fixed into a position permanently with appropriate fixings.
  - f) Memorial bench price increase (Paper 4): To review paper from the Assistant Clerk and agree actions. Cllr. Millett proposed to agree with the Assistant Clerk recommendation stating POA

seconded by Cllr. Roberts approved all in favour who also agreed a 33% maintenance costs on supply and fitting price, should be added to the supply costs in the event of future applications.

- g) Burial Fees: To review 2021 scale of charges and discuss whether a review of charges is needed (Paper 5) The Committee requests that the Assistant Clerk get a comparison of charges from other cemeteries in the area for the next meeting.
- h) Comparison of burial plots vs ashes (data requested by the committee for review) (Paper 6) Data shows that there is little change from 2014 – 2021. Noted
- i) Proposed new burial ground: To consider methods of public consultation prior to progressing the project. We need to communicate to residents through the Browser and multimedia channels the current situation, how many plots we have left, the potential cost of purchasing new ground, the approximate cost of a Burial Consultant, the possibility of no more burials in Bourton and the cost of being buried in another cemetery, residents will need to be aware of these options and ask for their feedback.

#### 8) Allotments

- a) Springvale Allotments clearance: To review quote from Bibury Landscapes at a total cost of £6,464 + VAT (Paper 7) Cllr. Roberts to seek grants that are available once the length of lease can be agreed.
- b) Springvale Allotments rent: Update from CDC on invoicing for annual rent. We need to agree the length of the lease with CDC.
- c) To arrange for annual allotment inspections to be completed. Cllr. Roberts and Hicks will liaise with each other and arrange the inspections.

#### 9) Village Green

- a) Christmas display: To discuss plan to identify suitable contractor(s) for installation of tree. Cllr Hicks advised that a local resident is taking his telehandler ticket for the Jubilee event and he seems to be agreeable to helping us out at Christmas. Assuming he can do it then the parish council would need to hire the telehandler. Hacklings will not have a problem with this proposal.
- b) Hanging baskets: To discuss purchase of equipment to aid watering. Cllr. Millett proposed purchasing item 1 and 2 @ £96.58 seconded by Cllr. Hadley and approved.

#### 10) Tree Survey (Paper 8)

- a) To review 2022 survey and accompanying documents, agreed to follow the Clerks recommendations below.
- b) To note that the Clerk has instructed urgent action on items T111 and T212 as per the survey, under delegated authority. Works to be completed this Wednesday, cost £90 + VAT. Noted.
- c) To review quote(s) for all work required within 3 months, if available. Cllr. Millett proposed a quote from Treotech for £490.34 + VAT, seconded by Cllr. Roberts all in favour.

11) To discuss advertising for a regular maintenance/handyman contractor. As deferred from full Council. This item will need working up, a job specification, job description etc before it can be advertised. The contract with Bibury will need to be reviewed and areas agreed for maintenance, hold over to the next meeting.

12) Dog Fouling: To identify ways of tackling issues within the village. Clerk to include the Pooper Snooper app. In the next Browser notes to encourage residents to report where they find mess also to ask the Village Warden to keep an eye out.

#### 13) Correspondence:

- a) Request to adopt a zero-waste ambition (Paper 9). CDC must also encourage this through their car parks as well as Hacklings with a generic poster, the Committee recommended that that we adopt a statement at the next full Parish Council to post on our media channels.
- b) Email from resident on state of the verges along the River Windrush (Paper 10). Noted, this is part of a longer programme of improving these areas.
- c) Letter thanking the committee for Springvale tree clearance (Paper 11). Noted.

- d) Email on decorations on graves in the cemetery (Paper 12a). Refer to reference paper 12b items j-l. Cllr. Millett will draft a letter with the office to write to offending families to outline the rules and the need to be adhered to.
  - e) **Request for a memorial bench (Paper 13) (added as a late paper)** This is subject to any review of charges as the current amount quoted for a bench will result in a financial loss to the Council.  
**Carried over until next meeting when prices agreed.**
- 14) Any Other Business (items to note only)
- a) Gary McPhilimey has quoted £320 to rub down and re-paint three benches in the following locations: Carried over to next meeting for approval.
  - b) Noted Cllr. Hadley will arrange with Hacklings to transport the 3 benches in the cemetery shed to be relocated along the Rissington Road to comply with recommendations from the accessibility audit.
- 15) Date of Next Meeting – 7.00pm on Wednesday 15<sup>th</sup> June 2022 in the Windrush Room.
- 16) **Confidential Session: Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to a tenancy. As such, the press and public are excluded from this part of the meeting.**  
**Proposed by Cllr. Roberts, seconded by Cllr. Millett**
- 17) Plot 88 Piece Hedge. Cllr Roberts noted at the last meeting that this area is used as a lawned area for the adjacent property. There is nothing in the tenancy agreement but the area has been used in this way since the tenancy was taken out around 2003 to 2004. The committee agreed the Clerk should write to the plot owner outline the various options discussed.

Meeting closed at 8.11pm