

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Village & Environment Committee Meeting

held at 7.00pm on Wednesday 17th April 2024 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs A Davis, A Roberts and S Coventry.

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

Members of Public: 2 members of the public

Public Session: No public participation was taken at this point. One member of the public gave a presentation and spoke at item 10 and 11 on the agenda.

1) **Apologies for absence:** Cllrs J Jowitt, L Hicks and L Launchbury.

2) **Declarations of Interest:** Cllr B Hadley declared an interest in item 14 as he is a member of the Rotary and took no part in the discussion or the decision made.

3) **To receive and approve the minutes of the meeting held on Wednesday 20th March 2024.** APPROVED.

4) **Matters Arising:**

- a) Grass verge agreement with GCC Highways. A meeting had been arranged for 18th April 2024 with the contractor to discuss grass verges. To be kept as an agenda item for the next VEC meeting.
- b) Metal fence – The welding work to be undertaken on the eight points of the metal fence at Stanway Green was due to be undertaken imminently.
- c) War Memorial – To note that the war memorial repairs have been scheduled to be undertaken on 29th April 2024.
- d) The committee received an update on the replacement plaque with the red flowers on the Victoria Cross from the suppliers as they had spoken to the brass suppliers and a few other engravers for advice and because it is acid etch and has an oil coating it won't need to be lacquered and will be hard wearing and long lasting as standard. The committee unanimously agreed to proceed with the quote of £395 provided at the March meeting. To be included on the PC agenda for approval on 13th May 2024.
- e) The tree survey had been booked for 22nd April 2024 onwards. This will be a 'negative survey' which means that all trees will be surveyed but the survey will only contain information on those trees requiring work. Cllr Roberts noted that there were trees in Jubilee Orchard that weren't included in the 2021 and 2022 surveys and Tretech have been asked to include these, as per the 2018 survey. Tretech confirmed that they would be included.

5) **Finance:**

- a) The committee received and noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report.

6) **Churchyard & Cemeteries:**

- a) The committee noted the Baptist Church had scheduled Memsafe to carry out memorial testing in the Baptist area of the cemetery during the week commencing 15th April. This work had commenced.
- b) Memorial repairs: Works to repair the unsafe memorials identified at the cemetery and St Lawrence's Churchyard had been scheduled to be completed by Memsafe week commencing 15th April.
- c) The committee received completed risk assessments for St Lawrence Churchyard and the Cemetery and agreed actions. A trip hazard had been noted at St Lawrence's churchyard where a slab was more prominent in one area. The committee agreed for the contractor to level the area concerned with gravel. It was noted that a pile of ivy had been placed by the bin in the cemetery. The church volunteers were to be asked to keep using the green bin provided.
- d) Rotted roof timbers at Lych Gate – The committee received a detailed report following investigations of the Lych Gate roof and considered a quote from Paul Honour Building Services to remove four rotten timbers on exterior of the Lych Gate, which supports the overhanging rafter, add new supports of solid oak and to make good at a cost of £1,1125.00. The committee unanimously agreed to proceed with the quotation received and the cost was to come out of budget code 2550. Cllr Roberts agreed to take before and after photos of the job for historic reasons.
- e) Dry stone walls at St Lawrence Church: The committee noted the date scheduled (August 2024) for the work to be carried out on the dry-stone walls at St Lawrence Church as per quotation received at the previous VEC meeting. The contractor had pointed out that he would complete the work sooner if possible.

7) **Allotments:**

- a) The committee agreed to obtain a specification for making new wooden bays for manure/chippings at the entrance to the Cemetery Lane site and to obtain a further quotation. The committee agreed the use of metal corrugated sheets and metal posts as a better option. The previous quotation received which had been accepted by the committee didn't go ahead as the insurance cover was later discussed and found to have been paid through a different company.
- b) Provision of a sign at the allotments to explain that parking is for allotment tenants only. Cllr Hicks to update the committee at the next VEC meeting.
- c) **Moreton Show Allotments Competition:** The committee unanimously agreed to an entry of the allotments at the Moreton Show to be held on Saturday 7th September 2024. The committee unanimously approved the total cost of £30 from budget code 2030.
- d) The committee considered a request from a tenant to put a beehive on Plot 20B. The committee agreed to write to the tenant of Plot 20B to confirm approval of a beehive with conditions: register with local beekeeping association for insurance and advice. Proof of this to be provided to the PC prior to putting beehive on site. Neighbouring allotment tenants to be informed and site hive entrance to be facing open space on Greystones House land. This was to be on a trial basis as this had never been done before. A policy/agreement between BPC and the allotment holder was to be put in place prior to a hive being granted permission put in place.
- e) The committee received an update on the requirement for further hard core to finish filling in the large holes in the track at the entrance to the Cemetery Lane site & Springvale allotment and agree action. Insufficient hardcore had been purchased to fill all holes as they were so deep. The committee noted that a complaint had been received about the condition of the track at Springvale. It was agreed to inform the resident that repairs will be completed when additional materials have been purchased and reminded that the car park area is for visiting allotment tenants only for a maximum of 3 hours with no overnight parking. The committee requested that the Clerk was asked to approve this work under delegated authority following the meeting up to the cost of £250.00 to cover provision for two bags of hardcore, 1 day hire of wacker plate and labour. The committee agreed to add an item to the next VEC agenda to consider what to do with the piece of fallow land at the Springvale allotment site.

8) **Village Maintenance:**

- a) Village Maintenance Contract: A meeting had been arranged with the contractor to discuss the progress of the scheduled works on 18th April 2024.
- b) The committee considered photo evidence, to note impact on the footpath. The committee agreed to write to the landowner expressing the requirement of the riverbank needing to be re-built and the possibility of the tributary that runs alongside the main riverbank being dredged at this point.
- c) The committee noted that Cotswolds National Landscapes had already undertaken work this winter through the warden work party, to improve the path. The committee considered a volunteer's recommendation that much more work could be done to improve further stretches of this path if a relatively small funding pot could be found for more materials. Cllr Roberts agreed to contact the Cotswold Warden and CNL for their advice on this area. This item was to be moved to the Highways agenda for further discussion.

9) **Village Green:**

- a) Cllr Roberts updated the committee that he had a meeting arranged with the contractor on 18th April 2024 to discuss the progress of the reseeded and returfing. The idverde team have been asked to remove the metal stakes and plastic fencing and mow the Village Green, keeping in place the temp fencing near the war memorial to allow the grass to grow.
- b) **Village Map:** Cllr Hadley notified the committee that he had been in communication with BBN on the village map requiring to be updated. Cllr Hadley had contacted the owner of Birdland to ask them to update the village map next to the ice-cream kiosk in Bourton Vale car park.
- c) **Maintenance of slabs along riverside walk:** The committee received an update from the Assistant Clerk who had been liaising with the contractor regarding the maintenance of slabs along riverside walk. It was noted that it was difficult to quote an exact amount, so the committee unanimously agreed to request that the Clerk uses clerk's delegated authority up to £200.00 to cover the work required.
- d) **Victoria Street bridge** – Quotation being obtained to mirror copy the metal fence on the Victoria Street bridge to be positioned on the opposite side of the road to prevent people from jumping off the bridge parapet onto the grass by Payne's Bridge. Waiting for quotation.

- 10) **Back of War Memorial Regeneration Area:** The committee received a design and specification for the regeneration of the area at the back of the War Memorial. It was noted that the cost of the work involved would be in the region of £2,000.00/£2,500.00.
- 11) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** The committee received a presentation on the proposals on the regeneration of the pavement area in the High Street by the Cheltenham bus stop. Two options had been provided at the meeting, one with wooden benches and the other in stone along with an estimation of the two options. The committee clerk was to contact GCC to go through the proposals and to seek their permission and to understand the timeline and steps required. Cllr P Hodgkinson was to be included in the correspondence with GCC.
- 12) **Accessibility Audit:**
 - a) **Dropped kerb** – The committee noted that a specification for the dropped kerb had been received from GCC and three quotations for the work was being obtained.
- 13) **Hanging Baskets:** The company providing the hanging baskets in the village centre had informed the committee clerk that the hanging baskets would be supplied and installed in May 2024. A date would be provided nearer the time.
- 14) **North Cotswolds Rotary Group:** The committee considered a request from North Cotswolds Rotary Group to purchase a bench for the village and agreed in principle. The committee clerk to write back to thank the Rotary for this proposal and the committee agree in principle but point out the regeneration of the pavement area in the High Street by the Cheltenham bus stop would not be completed in this financial year, but there are other alternative sites for a bench, ie., along the stretch of river by Venezia. A QR code could be on the bench providing the history of the position of the old site for Birdland in the village. The Assistant Clerk to obtain a quotation to provide a metal bench.
- 15) **Events:**
 - a) Cllr B Hadley updated the committee on the arrangements to light the beacon to commemorate D-Day 80 – 6th June 2024. The beacon to come out of storage and to be brought to the compound at the GMCC, BPC to arrange to get the beacon to the village green on the day. The gas would be supplied from a company in the village. Cllr Roberts to liaise with Cllr Hicks and others with the above arrangements.
- 16) CNL's response to provide a replacement tree for the vandalised Platinum Jubilee Rowan tree in the Jubilee Orchard had been received and pointed out there was a potential funding source that could help replace the damaged Jubilee tree. The committee discussed protecting the new tree from being damaged. The committee agreed that further investigation was required.
- 17) The committee discussed taking on the ownership of a red BT phone box in the future and agreed to leave this until BT contacted the PC.
- 18) The committee considered an offer to donate towards spring flowers on the village green and agreed that spring bulbs around the VIP area would be appropriate. The committee agreed to make a recommendation to the PC to consider this request.
- 19) **Correspondence:**
 - a) The committee to note correspondence received prior to the meeting regarding a recently strimmed verge along Cemetery Lane by the allotments and cutting back the shrubby growth on Periwinkle Bank. The committee agreed to have a word with the contractor and to write to the resident who had raised concerns with this action stating that the PC would be discussing this with the contractor to leave the verges un-strimmed during April and May.
 - b) A request had been received to commemorate the 80th anniversary of 'D' day on 6th June, a few local ladies and local knit and natter group are busy knitting poppies and would like the PC's permission to hang them along the bridges and have some on stalks which they hoped to put around the war memorial. The group have approached the British Legion and they are very supportive and are asking the PC's permission. The committee unanimously agreed to this request but stipulate that the knitted poppies could be put up two weeks prior to the event and removed by 30th June 2024. This request was to be put to the PC for recommendation by the VEC.
- 20) **Items to note.** A report was made that visibility was poor at the junction of Lansdowne onto the Fosseyway due to the tall dense hedge around the perimeter of the houses. This issue was to be reported to GCC.
- 21) **Date of Next Meetings:** The committee received and approved a schedule of meetings for 2024/25. Recommended dates to be approved at the Annual Meeting. The date for the next meeting was 22nd May 2024. The meeting closed at 8.32pm.