

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Parish Environment Committee Meeting

held at 7.00pm on Wednesday 29th May 2024 in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), Cllrs A Davis, A Roberts, L Hicks, Launchbury, M Samuel and S Coventry.

In Attendance: Vanessa Oliveri (Committee Clerk).

Members of Public: None.

1) **Apologies for absence:** None.

2) **Declarations of Interest:** Cllr L Launchbury declared an interest in item 7 (a) and took no part in the discussion or the decision making of the item.

3) **To receive and approve the minutes of the meeting held on Wednesday 17th April 2024.** APPROVED.

4) **Matters Arising:**

a) Grass verge agreement with GCC Highways. – The Parish Clerk to follow this up.

b) Metal fence – The welding work to be undertaken on the eight points of the metal fence at Stanway Green had been undertaken on 29th May 2024.

c) Hanging Baskets – Scheduled to be delivered on 30th May 2024.

d) Vandalised Platinum Jubilee Rowan tree in the Jubilee Orchard – Has been replaced by anonymous person.

5) **Finance:**

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

6) **Churchyard & Cemeteries:**

a) The completion report had been received from Memsafe for memorial repairs and the invoice had been paid. It was noted that some of the memorials which had been laid down still have yellow bands around them. The committee members were to be updated on why the yellow bands were on the laid down memorials, at the next PEC meeting.

b) Rotted roof timbers at Lych Gate – Repairs to the Lych Gate roof had been scheduled to be undertaken in the last week of June. Photos have been taken and saved of the Lych Gate roof prior to the repair work being carried out as agreed at the last meeting. The contractor was to make adjustment to the Baptist Gate latch when working on-site.

c) The committee to note that the contractor would treat the double wooden gates and adjacent fence into the cemetery which need re-staining/varnishing. This job would be undertaken in his weekly hours. The product required had been purchased for £9.50 +VAT.

7) **Allotments:**

a) The committee received a quotation for making two new bays for manure/chippings at the entrance to the Cemetery Lane site. The cost for materials was £317.50 plus VAT and labour and machinery for sub-contractor to install posts was £100.00 and labour to build bays was £180.00. Total cost £597.50 plus £63.50 VAT. The committee noted that the sub-contractor is Cllr L Launchbury's husband, Justin Launchbury. Cllr B Hadley proposed that the work be undertaken at the cost of £597.50 plus £63.50 VAT. Cllr L Hicks seconded the proposal. A vote was taken of 6 in favour of the proposal and the Committee RESOLVED to accept the quote. Cllr L Launchbury took no part in the discussion or decision-making process.

b) Cllr L Hicks updated the committee on the provision of a sign at the cemetery to explain that parking is for allotment tenants only. Men In Sheds were in the process of making the sign. The committee noted and agreed for Men In Sheds to invoice the Parish Council £20.00 for making the wooden sign. The Council's contractor was to install the sign.

c) The committee considered and approved the draft beekeeping policy and recommend to Council for its adoption at the June PC meeting. Once approved, the beekeeping policy and application form was to be sent to the person who wants to keep bees on their allotment.

8) **Village Maintenance:**

a) Village Maintenance Contract: A meeting had been held with the grass cutting contractor. The committee agreed that Cllrs Roberts, Hicks and the Clerk would continue have regular meetings to make sure that the contract was being adhered to.

9) **Village Green:**

- a) Cllr Roberts updated the committee that the reseeding and returfing was taking very well. An invoice for this work had been received for approval at the June meeting – it was noted that this work was being funded by the Tourist Levy.
 - b) Village Map: Cllr Hadley updated the committee that he had communicated with BBN that the four village maps were requiring to be updated in the village.
 - c) Maintenance of slabs along riverside walk: The committee noted that this work had been authorised. The committee were to be updated on progress at the next PEC meeting.
 - d) Victoria Street bridge: The committee considered two quotes received to fabricate, paint & fit new railing alongside George Moore Bridge, Victoria Street, as suggested following completion of Village Risk Assessment. 1) £2,640.00 inc VAT 2) £1,900.00 inc VAT
Cllr B Hadley proposed to accept the second quotation of £1,900.00 inc VAT. Cllr L Hicks seconded the proposal. A unanimous vote was taken of all in favour of the proposal put forward. The committee agreed for the cost to come out of the Tourist Levy fund, as Village Green improvement. This was to be recommended to the full PC meeting in June 2024 for approval.
 - e) The committee received and unanimously approved a quote from The Wright Signs for replacement Victoria Cross plaque on the War Memorial. (Paper 5) To supply and fit new brass plaque at memorial site. Including artwork creation 450x600mm etched 1.5mm brass plaque. No lacquer required. Like for like replacement at a cost of £395.00. No VAT. The committee agreed for this to be funded from the General Maintenance budget 13010.
 - f) Village Green ditch – The committee noted the village green ditch requires trim/clearance by contractor and any debris to be removed after strimming as this blocks the grate area. Cllr Roberts agreed to keep an eye on this.
- 10) **Treetech Tree survey** – The committee noted that the tree survey had been undertaken, the tree survey report which is due imminently.
- 11) **Back of War Memorial Regeneration Area:** No updates for the meeting. To be kept on the agenda for the next PEC meeting.
- 12) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** The committee agreed for the Committee Clerk to write to GCC to establish who owns the piece of pavement area in the High Street by the Cheltenham bus stop and to send the drawings of the PC's plans to regenerate this piece of land.
- 13) **Accessibility Audit:**
- a) Dropped kerb – The committee to note that a specification for the dropped kerb has been received from GCC and three quotations for the work was being obtained.
- 14) **Events:**
- a) Cllr B Hadley updated the committee on the arrangements to light the beacon to commemorate D-Day 80 – 6th June 2024. Andy Wakefield would be undertaking a gas safety inspection on the beacon. The gas canister had been purchased and was now in store ready for the event. Cllr Roberts was looking into sourcing some long spills/lighting sticks. The beacon would be lit at 9.15pm on 6th June 2024.
 - b) The committee received and unanimously approved the D-Day beacon risk assessment.
- 15) **Scouts offer of voluntary work:** The committee considered the Scouts request to help with weeding flower beds and clearing litter from the river and agreed that the Parish Clerk was to write to the Scouts to establish the work that they could assist with in the village. The committee agreed that a risk assessment would need to be undertaken prior to any work going ahead.
- 16) **Japanese Knotweed:** The committee noted the update received from the contractor on treatment of Japanese Knotweed at The Naight. The contractor had conducted several checks of the site over 2023 and sent in images to confirm. November 2023 visit did present a very small strand which was treated immediately and effectively with follow up visits confirming a good result. No further application required. Have checked twice this year with nothing to report so far, and the treatment is proving very effective.
- 17) **Victoria Street Green:** The committee considered a request from a resident to address damage to the Victoria Street green outside The Old Aquarium. Cllr B Hadley proposed allowing an area of shingle to be put down on the small area required to assist in access to the person's drive whilst a carer's car was required to be parked. An official letter was to be sent to the resident stating that this was for a temporary period whilst the carers were required, and the village green would be returned to its original state after such period. A vote was taken of the proposal of five in favour and two against and the Committee RESOLVED to take this course of action.

- 18) **Periwinkle Bank:** Cllr Roberts raised that overhanging trees and weeds were becoming an issue at Periwinkle Bank. The committee agreed that a site visit was required by two committee members. It was noted that this work was not within the contractor's work so a quotation would be required once the extent of the work had been confirmed. The Parish Clerk was to be consulted on whether this work could come out of the Tourist Levy fund.

The committee noted that an audit of PC's land should be undertaken and to be included in the Council's biodiversity plans, such as one off cutting back of vegetation plans by contractors, volunteers and the tree warden.

The committee agreed to have two walks around the parish to familiarise everyone of the PC's responsibilities within the parish. Two dates were agreed: 2nd August and 16th August 2024 starting at 10.00am from the War Memorial.

19) **Correspondence:**

- a) Letter received regarding planter by Riverside café and bicycle racks and 'A' boards. The committee agreed that 'A' boards should be discussed at the Highways meeting on Monday 3rd June 2024, under correspondence. The planters will be weeded and planted by the contractor as planned. The committee agreed for the PC's contractor to strip the paint off the bicycle racks by Riverside café and leave as the original metal finish. The committee clerk was to write back to the resident after a decision has been made on 'A' boards at the Highways meeting on 3rd June 2024.

- 20) **Items to note.** It had been noted that the memorial beds at the cemetery were to be weeded and mulched. Motor-cycle event: The committee noted that the recent motor-cycle event had gone well, but also noted that the weather hadn't been great hence the attendance consisting of under forty motorcycles in the village.

Christmas tree: To be added to the next PEC agenda.

Clapton Row Green: The committee noted that one quote had been received to plant Japanese Holly around Clapton Row Green. Two further quotations were to be obtained and to be added to the next PEC agenda.

Cllr Roberts to notify the committee clerk of the specification required.

Environmental Action Working Group: To re-establish an Environmental Action Working Group to be added to the next PEC agenda.

- 21) **Date of Next Meeting:** 7pm on Wednesday 26th June 2024 in the Salmonsbury Room.

The meeting closed at 8.04pm.