

## **Bourton-on-the-Water Parish Council**

### **Minutes of the Meeting of the Parish Environment Committee Meeting**

**held at 7.00pm on Wednesday 26<sup>th</sup> June 2024 in the Salmonsbury Room, The George Moore Community Centre**

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

**In Attendance:** Vanessa Oliveri (Committee Clerk).

**Members of Public:** None.

- 1) **Apologies for absence:** Had been received from Cllr A Davis.
- 2) **Declarations of Interest:** None.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 29<sup>th</sup> May 2024.** APPROVED.
- 4) **Matters Arising:**
  - a) Grass verge agreement with GCC Highways. – The committee noted that the Clerk had chased GCC Highways, and a response was awaited. Cllr A Roberts reported that the Local Area Manager, GCC was in communication with the Area Highways Manager, GCC on this issue.
  - b) **Victoria Street bridge:** Two quotations had been received to fabricate, paint and fit new railing alongside George Moore Bridge, Victoria Street, as suggested following completion of Village Risk Assessment. Full details of work and design of work were to be provided prior to being considered at the August 2024 Parish Council meeting.
  - c) Wright Signs were to notify BPC on a date when they could carry out the installation of the Victoria Cross plaque at the War Memorial on the village green.
  - d) **Treetech Tree survey** – The committee noted that the tree survey report hadn't been received yet. The Clerk was chasing this, and when the report is received this will be an agenda item to be discussed.
- 5) **Finance:**
  - a) The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report. It was noted that code 2550 Cemetery Maintenance was showing as an overspend. The committee agreed that the recent headstone work undertaken at the cemetery should come out of contingency as per the March Parish Council meeting item 23/308 and requested that this was corrected on Scribe by the Clerk/RFO.
- 6) **Churchyard & Cemeteries:**
  - a) To consider making adaptations to driveway kerbstones at Cemetery for wheelchair access onto grassed areas. The committee agreed to leave this item for the next agenda and to find out where the suggested adaptations to driveway kerbstones were proposed.
  - b) Bands were attached to all memorials that failed their inspection during the safety testing. Once repaired the bands were removed but they remain on the five that were laid flat by way of an explanation for this action. The committee agreed to leave this as an agenda item for the next meeting where a decision would be made.
  - c) Rotted roof timbers at Lych Gate – The repairs to the Lych Gate roof had been completed this week. Cllr A Roberts agreed to take photos of the completed work for the files. The committee agreed that the Lych gate was to be repainted in the next financial year, and a budget was to be set for this particular job.
  - d) The committee noted that the contractor had treated the double wooden gates and adjacent fence into the cemetery which needed re-staining/varnishing as previously agreed. The committee agreed to thank the contractor for undertaking the work.
- 7) **Allotments**
  - a) The committee noted that the two new bays for manure/chippings at the entrance to the Cemetery Lane site had been installed as previously agreed. The contractor was to be thanked for carrying out the work.
  - b) The committee noted that a new sign at the allotments to explain that parking was for allotment tenants only, was scheduled to be installed this week.
  - c) The committee agreed to not carry out any work on the piece of scrub land to the side of Springvale allotments as the lease was due for renewal shortly. A decision would be made when a new lease had been agreed with CDC, the landowner.

- 8) **Village Maintenance:**
- a) **Village Maintenance Contract:** The committee discussed the progress of the scheduled works and noted that Piece hedge had been cut back today. The committee agreed for Cllr A Roberts, Cllr L Hicks and the Parish Clerk to go through a timetable of works for the contract work to be carried out with the contractors.
- 9) **Village Green:**
- a) **Village Map:** Cllr Hadley notified the committee that the Rotary Club would update the village map. The Rotary Club would contact the businesses in the parish and ask if they would be willing to contribute towards the cost of updating the village map.
  - b) **Maintenance of slabs along riverside walk:** The committee noted the maintenance work had been completed on 31<sup>st</sup> May 2024. Cllr A Roberts pointed out that there were further slabs requiring attention along the riverside walk and would report back to the PEC with locations noted.
- 10) **Back of War Memorial Regeneration Area:** There were no updates from the working party to report to the committee.
- 11) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** GCC had been provided the proposed plans to regenerate the pavement area in the High Street by the Cheltenham bus stop. Comments from GCC were awaited.
- 12) **Accessibility Audit:**
- a) **Dropped kerb** – Three quotations were being obtained to install dropped kerbs in the locations agreed arising from the Accessibility Audit undertaken.
- 13) **Events:**
- a) The committee noted the lighting of the beacon to commemorate D-Day 80 – 6<sup>th</sup> June 2024 had been successful. Volunteers were to be thanked for their help on the day. Cllr L Hicks to pass on the contact details.
- 14) **Scouts offer of voluntary work:** The committee noted the Scouts had confirmed that they would help with flower bed maintenance and agreed that a risk assessment was to be undertaken and submitted to the Clerk prior to carrying out any voluntary work in the village. The Clerk was to be asked if a risk assessment had been received from the Scouts and to let Cllr L Launchbury know, so that she could follow this up with the Scouts.
- 15) **Victoria Street Green:** The committee noted the request received to install a hard surface on a portion of Victoria Street green outside The Old Aquarium was to be reviewed by full Council on 3<sup>rd</sup> July.
- 16) **Christmas Tree:** The committee noted that a business in the village had agreed to pay for the Christmas tree for the village green again this year. Cllrs B Hadley, L Hicks and A Roberts agreed to go and choose a tree, date to be confirmed. BBN were to be written to asking if they would be willing to contribute towards the Christmas lights.
- 17) **Clapton Row Green:** The committee noted one quotation to supply and plant Japanese Holly around Clapton Row Green had been received. Two further quotations were being obtained. The committee noted comments received from a resident about one species that does not grow well in the UK. The committee clerk was to consult with the companies quoting to see which type of hedging would be best for that area.
- 18) **Environmental Action Group:** The committee agreed to discuss the option to re-establish an Environmental Action Working Group at the next PEC meeting.
- 19) **Correspondence:** None.
- 20) **Items to note.** The committee noted that an application had been received for an exhumation of ashes from the Jubilee Garden of Remembrance.
- Public toilets – The committee noted the CDC public toilets were being closed at 6.00pm and agreed that CDC were to be contacted to ask if they would consider changing the closing time to 7.00pm. This was due to the length of time people were staying in the village during the summer period. The extra hour of use of the car park would cover the cost of the public toilets being open for the additional hour.
- 21) **Date of Next Meeting:** Wednesday 31<sup>st</sup> July 2024 at 7.00pm in the Salmonsbury Room.

The meeting closed at 7.44pm.