

Bourton-on-the-Water Parish Council

Minutes of the Meeting of the Parish Environment Committee Meeting

held at 7.00pm on Wednesday 31st July 2024 in the Salmonsbury Room, The George Moore Community Centre

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

In Attendance: Sharon Henley (Parish Clerk – left meeting after item 4) and Vanessa Oliveri (Committee Clerk & minute-taker).

Members of Public: One member of public was in attendance and raised an issue with trees which required attention at Periwinkle Bank. The committee confirmed that this would be discussed at this meeting under the 'Tree Survey item'.

- 1) **Apologies for absence:** None, as all committee members were present.
- 2) **Declarations of Interest:** None.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 26th June 2024. **APPROVED.**
- 4) **Tree Survey:** Cllr Hadley proposed that item 6 was considered after item 3 in order that the Clerk could be present and this was **RESOLVED** by the Committee.

a) To discuss two emails received from residents of Willoughby Place regarding Periwinkle Bank and consider points raised with reference to tree quotes received (Papers 2a & b).

Two residents had been in touch to report overhanging trees in Periwinkle Bank and the amount of shade they were throwing on their flats at Willoughby Place. As this work was not included as part of the safety and tree health recommendations in the tree survey the Clerk requested a quote from Treotech to address the issue, for Committee's consideration.

In addition one resident also complained about a hedge that required cutting in Cemetery Lane. Cllrs Roberts and Hicks to meet the resident on site to confirm ownership of the hedge.

b) To discuss the Tree Quotes Summary and Recommendations and to approve recommended actions or agree further actions (Paper 2c). The Committee reviewed the information, quotes and recommendations provided by the Clerk and the following were **RESOLVED**:

- To reconfirm Treotech as preferred suppliers for tree works. Therefore, additional quotes would not be sought as Treotech had previously provided value for money and good quality work which was completed in a timely manner.
- To accept quote 5104 for work required within 3 months at a cost of £3,324.60 plus VAT from the Tree budget 13090.
- To accept quote 5101 for work at Periwinkle Bank to crown raise all trees to 2.5 metres cut back from footpath, cut back/reduce overhang into housing. To be funded by the Tree budget 13090. Prior to accepting the quote, the Clerk to confirm whether this would include taking back tree growth from the balconies at Willoughby Place.
- Quote 5103 for work required within 6 months at a cost of £3,896.95 plus VAT to be considered for full Council approval for funding by the remainder of the Tree budget 13090 and the Tree Works Earmarked Reserve.
- Quote 5102 for work required within 12 months at a cost of £2,368.75 plus VAT to be added to the draft budget for 2025-26.
- To amend the Tree Policy to include Treotech's recommendation for 2 yearly inspections
- Include sufficient funds in the budget every two years to instruct a survey (2024 cost £1,267.50 + VAT) and remedial works.

5) **Matters Arising:**

- a) Grass verge agreement with GCC Highways. – To receive an update. GCC officers are discussing this.
- b) Update on the installation of the Victoria Cross plaque at the War Memorial on the village green. This work is scheduled for week beginning 19th August.
- c) Scouts offer of voluntary work – The committee noted that a risk assessment was to be provided from the Scouts prior to carrying out the voluntary work on the flower beds in the village. Cllr Launchbury reported that a risk assessment would be submitted after the school summer holiday period. The committee noted that the Village Warden had taken on weeding the planters outside the Riverside Café and the bigger triangle by Chestnuts. The committee agreed for the Scouts to meet with the Village Warden in September to discuss the ongoing weeding of the planters.
- d) Public toilets – The committee noted that CDC had been asked to keep their public toilets open until 7.00pm in the summer months, due to the length of time people were staying in the village.

6) **Finance:**

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

7) **Churchyard & Cemeteries:**

- a) The committee considered making adaptations to driveway kerbstones at Cemetery for wheelchair access onto grassed areas. Either side of the drive in 2-3 places would be useful to enable wheelchair users to get to each of the main sections of the cemetery which is currently not possible. May require removal/lowering of kerbstones and/or low-level ramp. The committee agreed to obtain a quotation from AP Transport for this work and bring to the next meeting.
- 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 PC were advised that there was no requirement for these to stay in place and they can be removed at any time now that Council has a record/report of those memorials that were laid flat on safety grounds should the owner make an enquiry about it. The committee agreed to remove the bands.
- c) The committee ratified the expenditure of approximately £31.66 +VAT by Clerk's delegated authority for purchase of two pairs of Post Buddies to repair the Cemetery fence by the PC's recreation inspector. These have now been installed.
- d) Cllr Roberts updated the committee on the completion of Lych Gate repairs and photos of the completed work had been filed for future reference.

8) **Allotments**

- a) The committee noted that a new sign at the allotments to explain that parking is for allotment tenants only had been installed. A metal ground socket had been used to ensure stability.

9) **Village Maintenance:**

- a) Village Maintenance Contract: To receive an update on the progress of the scheduled works. Discussions had taken place with the contractor to provide the maintenance required at the ashes garden and removal of monkshood, mowing at the footpath from the primary school to Mousetrap Lane, The Avenue cutting, boundary hedge at the Cemetery/Allotments. A recommendation for turf to be used instead of seed for future Village Green maintenance. The committee agreed to take down the Village Green railings provisionally on 31st March 2025, to be reviewed closer to the time as the decision is totally weather dependent. Village Warden has weeded and purchased and planted bedding plants in the two planters which were looking untidy and sparse. The next meeting with the contractors had been scheduled for Wednesday 28th August with the Clerk, Cllrs Roberts and Hicks.

10) **Village Green:**

- a) **Village Map:** Cllr Hadley updated the committee on the village map requiring to be updated. BBN had been contacted regarding this. The North Cotswold Rotary were willing to pay for the map to be updated. To find out who owns the map at the Rissington Road car park. The two other maps were owned by the PC which are situated outside Riverside Café and the Station Road car park. Cllr Hadley agreed to find out how much it would cost to have a village map next to the defibrillator, on the China Shop wall. Melville and The Naight play areas were to be added onto the map.
- b) **Maintenance of slabs along riverside walk:** Cllr A Roberts updated the committee on further maintenance of slabs along the riverside walk and agreed that this would be noted on the assessment walk around the village planned for Friday 2nd August 2024.

- c) **Village Green Bookings:**
- i) The committee considered a request from Bourton Rovers FC to amend August Bank Holiday football in the river event to include village fete & duck racing from 10am-2pm before football. Committee to approve extension & request £50 hire charge. The committee agreed to this request.
 - ii) The committee considered an application for Stow Active Youth to use the Village Green Sat 17th August 2024 for Duck Racing, gazebo, table, sweet stall and/or tombola. The committee agreed to this request.
- 11) **Back of War Memorial Regeneration Area:** There were no updates from the working party at present.
- 12) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** No updates to report at present and agreed to hold off with decisions until a decision was made on the CIL projects.
- 13) **Accessibility Audit:** Cllr L Hicks declared an interest at this point and took no part in the discussions or decision made, as her husband works for a company who had submitted a quotation.
- a) Dropped kerb – The committee received two quotations to install dropped kerbs in the locations agreed arising from the Accessibility Audit undertaken. Cllr B Hadley proposed to approve the quotation received from AP Transport at a cost of £3,368.75 + VAT. Cllr S Coventry seconded the proposal. A vote was taken of all in favour of the proposal put forward. This quote to be further approved by full Council as the work was to be funded by Tourist Levy monies held in earmarked reserves.
- 14) **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 after being reviewed by full Council on 3rd July 2024. The committee agreed that this was to be decided by the Highways committee but recommended that an A4 sign was to be installed in that area stating, 'Not to drive on the grass'.
- 15) **Christmas Tree:** The committee discussed and agreed the arrangements for the provision of the Christmas tree. The Christmas tree was to be collected on 15th November 2024, installation on 16th November and the removal of the tree on 11th January 2025. The lights will be installed on the tree on 22nd or 25th November 2024 depending on availability of access equipment. Cllr B Hadley agreed to forward details of the lights to BBN as they had offered to donate towards them. The committee unanimously agreed to not approve a request put forward for charity buckets on the evening of the Christmas lights being lit in the village.
- 16) **Clapton Row Green:** The committee received a quotation to supply and plant a hedge around Clapton Row Green and agreed that further quotations were to be sought on a slow growing hedge to reduce future maintenance costs.
- 17) **North Cotswolds Rotary:** The committee considered an email request from the President of North Cotswolds Rotary to ask about possible ways in which the Rotary might be able to mark its 60th Anniversary with a seat/bench or similar to be used and enjoyed by the residents of Bourton on the Water. The Committee had already approved a request for a bench, but the Rotary would like to ascertain if there were any other projects in the planning stage or in 2025 where it may be appropriate for Rotary to participate and increase their visibility in the community. The committee suggested that the Rotary could pay for a new village map to go by the public toilets in the High Street. The committee also discussed the idea of street art on the post box or electric boxes etc in the village. These ideas were to be passed back to The Rotary for consideration.
- 18) **Carbon Literacy Qualification** - Cllrs Samuel and Davis delivered a short report on required actions by the Parish Council. Arising from the report ideas were shared as including biodiversity in the neighbourhood plan, have an energy audit on our building, motion sensors, automatic toilet flushes, reduce paper usage. To hold a meeting to notify the community what the PC are planning. The committee noted that a lot of Councils are employing an outside body to carry out an audit on biodiversity. The committee agreed to investigate which PC's are already working on this and ask for guidance and information. Cllr A Davis agreed to do a presentation on how to access this information. The committee agreed to have a standing item on the PEC agenda on, 'Biodiversity Duty'.
- 19) **Environmental Action Group:** The committee agreed for Cllr A Davis to look into the public restarting the Environmental Action Working Group. Cllr A Davis to report to the PEC on updates.
- 20) **Correspondence:** None.
- 21) **Items to note.** Cllr M Samuel suggested that the PC's logo should be on the PC website. A suggestion was put forward to providing a dispenser in the village for village maps.
- 22) **Date of Next Meeting:** Wednesday 11th September 2024 at 7.00pm in the Salmonsbury Room.
The meeting closed at 8.48 pm.