

Bourton-on-the-Water Parish Council
Minutes of the Meeting of the Parish Environment Committee Meeting
held at 7.00pm on Wednesday 13th November 2024 in the Salmonsbury Room,
The George Moore Community Centre

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

In Attendance: Vanessa Oliveri (Committee Clerk & minute-taker).

Members of Public: There were no members of public in attendance.

- 1) **Apologies for absence:** Had been received from Cllr S Coventry.
- 2) **Declarations of Interest:** Cllr L Hicks declared an interest in item 6) a) and took no part in the discussion or decision making on this item.
- 3) **To receive and approve the minutes of the meeting held on Wednesday 9th October 2024.** APPROVED.
- 4) **Matters Arising:**
 - a. Grass verge agreement with GCC Highways. – No update received from GCC. The committee noted that the Kingfisher Road grass verges had not been cut at all in 2024. The committee confirmed that the road had been adopted by GCC so they were obligated to cut the grass verge highways. The Committee Clerk to remind GCC of this issue.
 - b. The Victoria Cross plaque had been installed prior to Remembrance Day, but it had been confirmed that there were several errors on the plaque. The contractor was aware of this and agreed to resolve the matter.
 - c. Scouts offer of voluntary work – The Clerk confirmed that a risk assessment had not been received to carry out voluntary work on the flower beds in the village. The committee noted that the hanging basket contractor had been asked to quote for looking after the planters in 2025.
- 5) **Finance:**
 - a. The committee noted the current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report.
- 6) **Churchyard & Cemeteries:**
 - a. Dropped Kerbs at Cemetery: Cllr A Roberts updated the committee on adaptations to driveway kerbstones at the Cemetery for wheelchair access onto grassed areas as a result of meeting with the contractor on site to discuss the requirements.
 - b. The committee unanimously agreed the amount of annual donation to St Lawrence PCC for churchyard mowing for 2024-25 and 2025-26 at a sum of £1,250 per annum.
The committee noted the budget for Cemetery Lane Allotments and Cemetery Water was unspent to date and had a balance of £1,712. The committee approved £1,250 to be vired to St Lawrence budget 2630 to cover the donation and leave funds for any further maintenance. The committee requested that a new budget heading was created for 2025-26 to separate the donation to St Lawrence PCC and the maintenance at the cemetery.
- 7) **Allotments:**
 - a. The committee received a report on the October allotment inspections and agreed for the Assistant Clerk to write to allotment tenants where it had been noted that no work had been undertaken on the allotment for a while asking them their intentions. The next allotment inspections would be carried out in May 2025.
 - b. Piece Hedge Allotments: To note relinquishment of Plot 92A, the committee did not approve a request from an existing tenant to switch to this plot and agreed 92A was to be split into two plots. Cllr A Roberts and Cllr L Hicks to check if a path would need to be put into place to provide access to each part of the split allotment.
- 8) **Village Maintenance:**
 - a. Village Maintenance Contract: The Clerk and Cllrs Hadley, Hicks and Roberts met the contractor on 11th October. The contractor was asked to complete hedge cutting around the parish, pruning and planting at the GMCC, plant a replacement tree at Croome Gardens, cut back a tree at Rye Crescent. Cllrs Roberts and Hadley were liaising with the contractor over re-turfing of the Village Green, with the availability of free turf from Hacklings being investigated. A further meeting had been arranged for 14th February 2025. The Parish Clerk was to contact the contractor notifying them of parts of the contract which had yet to be completed.

- b. **Village Maintenance Contract:** The committee clarified the extent of the hedge cutting between Beddome Way and Croome Gardens as per the map provided for the meeting. The contractor was to be instructed to carry out this work as it was part of the contract.
- c. The committee unanimously approved a request received from a resident to put a Christmas tree in the planter where the sunflowers had been planted this year and the resident would then replant the planter after the removal of the Christmas tree.

9) Village Green:

- a. **Maintenance of slabs along riverside walk:** The committee agreed for the Assistant Clerk to contact a contractor to meet Cllr A Roberts along the riverside walk to point out the maintenance required of some of the slabs and to provide a quotation for the work.
 - b) **Bulb Planting:** Cllr B Hadley updated the committee on the proposed bulb planting on the village green and a proposal from the resident was to be submitted to a future PEC meeting for consideration.
 - c) **Village Green Risk Assessments:** The committee approved a draft checklist for inspecting the Village Green. The committee agreed for a Cllr to initially walk around the village green with the playground inspector to go through the risk assessment sheet. The issue date and version 1, was to be added to the bottom of the risk assessment sheet.
- 10) Village Green Hire Policy:** The committee unanimously approved the existing policy with one amendment to limit the duck race bookings to eight per annum.
- 11) Back of War Memorial Regeneration Area:** There were no updates from the working party to receive.
- 12) Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** The committee noted that GCC were still looking into the legalities with the ownership of the pavement. Liaison with GCC Highways over the proposed new bus shelter in this location was ongoing. County Cllr P Hodgkinson was to be asked to assist the PC in this matter by communicating with GCC and keeping the PC informed of any progress. In the meantime, the committee agreed to draw some plans for the War Memorial. Cllrs B Hadley, A Roberts, L Hicks and M Samuel were to work on this project and agreed to meet on 25th November 2024 at 10 am to discuss this further. Cllr L Hicks to contact a previous Cllr to obtain plans which had been drawn up on this area.
- 13) Accessibility Audit:**
- Dropped kerbs** – The committee noted that dropped kerbs by The Cedars and The Ford were subject to GCC giving permission to go ahead. The dropped kerb by Sea Salt was no longer required after having a discussion with shop owners who raised concerns about installing a dropped kerb in that location due to flooding issues in that area.
- 14) Christmas lights switch on:** It was agreed for volunteers to meet on the village green at 3.30pm (Cllrs Samuel, Roberts, Wilkins, Wragge, Caley and the Clerk had already agreed to meet).
- 15) Parish Walkabouts:** Cllr B Hadley agreed to combine the parish walkabout notes into one document. A fourth parish walkabout had been arranged for Tuesday 29th October 2024 to cover the extreme of the parish.
- 16) Village Noticeboards:** The committee agreed to postpone this item to the next PEC meeting so that BBN could report back to the PC prior to the PEC meeting on their intentions of noticeboards in the village.
- 17) North Cotswolds Rotary:** Cllr Hadley reported that he was waiting for permission to install a noticeboard onto the exterior wall of The China Shop, by the public toilets in the village. North Cotswolds Rotary had agreed to purchase the new noticeboard for this location.
- 18) Artwork:** The committee agreed in principle on a motion by Cllr L Launchbury to consider artwork to improve/beautify the collection of utility boxes on the approach to the village. This project was to be funded by future CIL funds. This project would cost £250.00 per day which would cover painting one side of the green box displayed in the photos which had been provided at the meeting. The Committee Clerk was to seek permission from the owners of the green boxes identified for street art.
- 19) Jubilee Gardens:** The committee agreed to continue the prohibition of dogs at Jubilee Orchard and to put up a new A5 sign to the entrance of Jubilee Gardens.
- 20) The Old Aquarium.** The sign was now in place stating, 'No vehicles permitted on Village Green'. The committee agreed to wait until free turf was available to make the area good where the notice had been installed. At a request from a resident the committee agreed to move the sign in slightly and to add a reflective tape around the edge of the sign.
- 21) CNL:** The committee considered a request received from Cotswolds National Landscape for outdoor learning space and agreed to pass on Cllr B Hadley's contact to discuss this further.

22) Correspondence: The committee received a letter from a resident concerning weeds on an allotment. The committee confirmed that they had received reassurance that the allotment holder was working on the allotment and the PC agreed to give the family a chance to cultivate their allotment.

23) Items to note. None.

24) Date of Next Meeting: Wednesday 11th December 2024 at 7.00pm in the Salmonsbury Room.

The meeting closed at 8.50 pm.