



Bourton-on-the-Water Parish Council

Minutes of a meeting of the Parish Environment Committee Meeting

held at 7.00pm on Wednesday 22nd January 2025

in the Salmonsbury Room, The George Moore Community Centre

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

In Attendance: S Henley, Clerk.

Members of Public: None.

- 1) **Apologies for absence:** Cllr M Samuel.
- 2) **Declarations of Interest:** There were none.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 11th December 2024. The Committee RESOLVED that the minutes were a true record, and they were signed by the Chairman.
- 4) **Action List (Paper 1):** Progress was reviewed and outstanding actions agreed.
- 5) **Finance:** To note the current Burials & Allotments and Village Maintenance Summary Report (**Paper 2a**) and the Earmarked Reserves report (**Paper 2b**). The Committee RESOLVED to put forward an item for the March Parish Council agenda to divert the Platinum Jubilee earmarked reserve funds to Rye Close Play Equipment if grant funding was not available at that time.
It was noted that some funds were available for VE and VJ Day in 2025. The Clerk to add a Council agenda item to create a working party to organise the event.
- 6) **Churchyard & Cemeteries:**
 - a) To consider a request from St Lawrence Church PCC (Paper 3). The Committee RESOLVED to agree the request to set the budget figure to £1,400 for the next three years rather than the previously agreed £1,250.
 - b) To approve costs of £1,040 + VAT including skip hire for grave levelling at the Cemetery. Skip hire to be funded from 2024-25 budget, grave levelling from 2025-26 budget. The Committee RESOLVED to approve the costs.
- 7) **Village Green:**
 - a) **Village Green Risk Assessments:** To agree frequency and extent of regular inspections. The Committee RESOLVED for Dave Perry's inspections to be scheduled for 1st March/1st May/1st July/1st September/1st December/1st March 2026.
The Annual risk assessment required review. Cllrs Roberts and Hadley to complete this at 2pm on Wednesday 29th Jan with Dave Perry in attendance.
 - b) **Jubilee Oak Bench in VIP area:** To agree annual treatment by wood preserver and who to complete. The Committee RESOLVED to request the Village Warden, Steve Cotton to complete this job using environmentally friendly wood preserver.
 - c) **To agree a date for removal of Village Green railings.** The Committee RESOLVED to book a date of Monday 31st March with the contractor.
- 8) **Accessibility Audit:** To receive an update from Cllr Roberts on the installation of dropped kerbs. Cllr Roberts had chased the GCC Highways officer and permission was awaited.
- 9) **Tree Survey 2024:** To receive a report on work completed, issues highlighted by tree surgeons and agree any further actions required. The contractor had completed all works required within 3 and 6 months of the 2024 tree survey. The 1 year works had been added to the budget for 2025-26. However, T50 and T54 had been omitted from the recent works on site and would be completed by the contractor. In addition, T189 and T196 had not been felled due to concerns raised by the neighbour to the site. Cllr Roberts and the Clerk to meet the contractor on site to confirm work to be completed.
- 10) **Working Group meeting 20th Jan:** To receive the following:
 - a) **Feedback on the three Parish Walkabouts.** Cllr Hadley reviewed the action list created and the following was agreed:
 - Item 2 Bench on Green by VIP area has been reassessed - Cllr Roberts to action.
 - Bus shelter on Station Road – Cllr Hadley has written to GCC to establish ownership.
 - Clerk to confirm with Dave Perry if fence around balancing pond has been repaired.

- Clerk to check if Staddle Stones had been removed from the asset register.
 - Barrier at rear of War Memorial – Assistant Clerk to obtain a quote from Gary McPhilimey for repainting.
 - Riverside Walk – bench outside Green and Pleasant has a large hole underneath. Assistant Clerk to obtain a quote from Pete Scarrott.
 - Riverside Walk – small drains need rodding through – Assistant Clerk to request Pete Scarrott to action.
 - Dave Perry to be asked to rod drains as and when required if noted during his regular inspections.
- b) **Christmas lights (Paper 4):** To approve costs for replacement units to be added to 25/26 budget. The Committee RESOLVED to include a total of £3,500 to the draft budget for the Christmas Display. The Committee to consider creating a fund for local businesses to donate towards Christmas lights. Cllr Hicks to ask Men in Sheds to create a fake 'detonator' for switching on the Xmas lights. The Clerk to add an item to the February agenda to discuss project ideas for the Tourist Levy.
- c) **Feedback on the recent Christmas tree supply and installation and plans for this year's tree:** Cllr Hadley updated that he had created a timeline and Bourton Browser article which had been circulated.
- 11) **Parish Walkabouts (Paper 5):** To receive notes of the fourth Parish Walkabout from Cllr Davis. DEFERRED as the walk has yet to take place.
- 12) **Correspondence:** There was none.
- 13) **Items to note.** To receive reports for information only.
- a) A Locum Committee Clerk has been appointed for the next meeting.
 - b) GCC closed the pavement to work on a tree between Meadow Way and Melville as the oak has a twin trunk which had split.
 - c) The Environmental Action Working Group is no longer in action. Residents instead are taking some elements forward by creating the Bourton S Network. The Clerk to create a future PEC agenda item to review Biodiversity duty and policy.
 - d) Quote received for cutting of Cemetery hedges. The Assistant Clerk to source two additional quotes for review at the next meeting.
 - e) The Conigers footpath had stone put down on 15th January by Cotswold Wardens and Broadway volunteers. Phase 2 is to complete the area by the bund on 29th January at 9.30am.
- 14) **Date of Next Meeting:** 7pm on Wednesday 26th February 2025 in the Salmonsbury Room.

There being no further business the meeting closed at 20.09 hours.