



Bourton-on-the-Water Parish Council

Minutes of the Parish Environment Committee Meeting at 7.00pm held on
Wednesday 30th April 2025

in the Salmonsbury Room, The George Moore Community Centre

Those Present: Cllr B Hadley (Chairman), S Coventry, A Davis, L Hicks, L Launchbury (arrived at 7.06 pm) and A Roberts.

In Attendance: Kay Linnington (Locum Committee Clerk).

Members of Public: There were none.

Public Session: There were no members of the public present.

- 1) **Apologies for absence:** Cllr M Samuel.
- 2) **Declarations of Interest:** None declared.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 19th March 2025. 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. Cllr A Davis reported on a previous meeting action to say that she will be arranging the 'South of the Parish Walkabout' in due course.
- 5) **Finance:** To note the current Burials & Allotments and Village Maintenance Summary Report (**Paper 2a**) and the Earmarked Reserves report (**Paper 2b**). The current Burials & Allotments and Village Maintenance Summary Report and the Earmarked Reserves report were noted.
- 6) **Churchyard & Cemeteries:**
 - a) **Memorials:**
To receive an update on memorial repairs (**Paper 3**). It was reported that the Assistant Clerk is awaiting a date from Memsafe for works to be carried out.
- 7) **Allotments:** To agree date for next allotment inspections. The committee agreed on carrying out the inspections on the 10th of June – time tbc. **Action:** Cllr L Hicks requested a calendar reminder once the time has been confirmed.
- 8) **Village Green:**
 - a) **Watering of Village Planter:** To receive an update. Cllr L Hicks reported that she had spoken to Steve Cotton. He has said he is happy to water both Rye Crescent and Chestnuts planters Saturday and Sunday and any other day he is in the village.
 - b) **Village Maps:** To receive an update. Cllr L Launchbury gave an update on the updating of the maps at The Naight and Melville. The proofs will be sent to Cllr L Launchbury and Cllr B Hadley then they will go to print. The toilets at Bourton Vale car park to be taken off.
 - c) **Re-turfing Village Green:** To receive and approve an estimate from idverde for re-turfing village green (considered as part of Tourist Levy bid) (**Paper 4**). CDC have agreed in principle to include 100% funding as a project for 2025-26 but this will now be subject to public consultation, based on this quote. The Committee did not include funding for this project in the budget, so the work can only be approved subject to Tourist Levy funding being granted. The committee resolved to approve an estimate of £9957 pending the outcome of the Tourist Levy bid.
 - d) **Regeneration of the area behind and to the West side of the War Memorial:** Update and agree next steps. Cllr B Hadley stated that he had not received a drawing. **Action:** Cllr L Hicks to get an update.
- 9) **Letters to Heaven Post box:** To consider a request from Kate's Home Nursing to accommodate a 'Letters to Heaven' post box. The idea is that they buy a post box and position it in the village so that people can then write and post letters to their loved ones. They would empty this post box and shred the letter for compost in a flower bed (email circulated to members on the 11th April 2025). The committee approved the request from Kate's Home Nursing to install a "Letters to Heaven" post box at The Chestnuts planter. **Action:** Cllr L Hicks to liaise with the charity and agree final siting and arrangements and to request a design for the committee to see what it looks like.

10) **Trees:**

- a) **Planting of memorial tree at Jubilee Orchard (as per item 11b from 26th February):** To receive an update and agree next steps. The committee agreed that there is a space to put a tree as long as it is a fruit tree and is native to Gloucestershire. **Action:** contact the requestor to notify them of the decision.
 - b) **Holm Oak on Village Green T82 (Paper 5a and 5b):**
 - a. To receive a report on urgent work instructed by the Clerk and ratify expenditure from the Tree budget. Treetech were instructed following an urgent site inspection as a local tree surgeon drew attention to the tree's poor condition. Treetech removed the 'sail' from the tree and fitted a temporary brace but need to return to site to install the metal bracing as quoted. The committee resolved to ratify the urgent work expenditure. £920 plus VAT.
 - b. To agree arrangements for planting of additional Holm Oak. As part of their recommendations from the site visit, Treetech highlighted that the current work would only prolong the life of the existing Holm Oak for an anticipated 5 years due to needing to drill into the tree to secure the bracing. Therefore, succession planting should be planned now. Other trees on the green are ornamental and not evergreen so Treetech recommended replanting of one or two new Holm Oaks and are pricing for that. They advised that there would be space for this planting on the Village Green adjacent to the existing Holm Oak. The committee resolved to approve the arrangements for planting of additional Holm Oak.
 - c) **Trees Survey Work (Paper 6):** To approve Tree Survey work required within 12 months of the previous survey, funding as included in the 2025-26 budget. The quote has been amended from the one originally supplied to remove reference to T82 Holm Oak. The committee resolved to approve subject to checking T117 location for the exact location of where it is.
 - d) **Voluntary Tree Friend:** To note the resignation of the voluntary Tree Friend. To discuss future arrangements. The committee noted the resignation of the current Tree Friend and agreed to promote the voluntary position via social media and noticeboards. **ACTION:** Clerk to draft up an advert and email to committee members for agreement on the wording.
- 11) **Carbon Footprint Report:** To discuss a carbon footprint report (**Paper 7**) The committee discussed the draft carbon footprint report. It was agreed that a full review and prioritisation of recommendations will take place in the June meeting. **ACTION:** To be added as an item on the June agenda for a more in depth discussion and possible creation of a Task and Finish Group.
- 12) **Biodiversity:** To receive and approve a quotation from Gloucestershire Wildlife reference the biodiversity audit (**Paper 8**) It was reported at the meeting that the grant to CNLF was rejected. The committee agreed to seek feedback from them to find out the reason why it was rejected.
- 13) **Correspondence:** There was none.
- 14) **Items to note.**
- Idverde Plantscape - The summer hanging baskets will be delivered on Thursday 22nd May.
 - Victoria Street Green - reinstatement of green following emergency sewer repairs carried out by McAllister on behalf of Thames Water. Reported by neighbouring resident as unsatisfactory.
 - At the back of the Church, in the cemetery area, it is very overgrown with wild flowers. Cllr B Hadley and Cllr A Roberts to inspect and report back.
- 15) **Date of Next Meeting:** New Community & Services Committee to meet at 7pm on Wednesday 25th June 2025 in the Windrush Room, tbc.
- 16) **Confidential Session:** Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following item is confidential as it relates to tenancy matters. As such, the press and public are excluded from this part of the meeting.
- 17) **Allotments:** To discuss an ongoing issue at the Piece Hedge site and agree further actions (**Confidential Paper 9**). **Action:** It was agreed to issue a final warning letter and conduct a follow-up inspection in 4 weeks.

There being no further business the meeting closed at 8.06 pm.