

Bourton-on-the-Water Parish Council

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To Village & Environment Committee Councillors

You are hereby summoned to attend a **Village & Environment Committee Meeting at 6.30pm on Wednesday 14th February 2024 in the Salmonsbury Room, The George Moore Community Centre** for the purpose of transacting the following business.

Papers for the meeting can be viewed in Dropbox: [Papers](#)

V. Oliveri

Mrs Vanessa Oliveri
Committee Clerk

8th February 2024

AGENDA

- 1) **Apologies for absence:** To receive.
- 2) **Declarations of Interest:** To note.
- 3) **To receive and approve the minutes of the meeting held on** Wednesday 10th January 2024.
- 4) **Public Session:** Opportunity for the public to speak on matters on the agenda (maximum of 3 minutes per person).
- 5) **Matters Arising:**
 - a) Grass verge agreement with GCC Highways. – To receive an update from GCC Highways.
 - b) Metal fence – Welding on the eight points of the metal fence had been undertaken.
 - c) Rotted roof timbers at Lych Gate – Work scheduled to commence on 10.2.2024.
 - d) Large black litter bins – The recreation inspector will clean the large black litter bins on the village green.
 - e) Round bench under the tree on the village green – A contractor has been asked to quote to paint the round bench.
 - f) Locations of old signs in the village – Details to be passed onto the committee clerk.
 - g) Victoria Street bridge – Quotation being obtained to mirror copy the metal fence on the Victoria Street bridge to be positioned on the opposite side of the road to prevent people from jumping off the bridge parapet onto the grass by Payne's Bridge.
 - h) Redundant highways posts – GCC have been contacted to remove the redundant highways posts along the verge by the Birdland bund.
 - i) Ditch – To confirm, 'To check ditch on the village green,' is added onto the Village Green Risk Assessment sheet.
 - j) Explanation on Tourist Levy EMR funds – The Tourist Levy EMR funds had been explained to Parish Councillors, during budget discussions it was agreed to create a new cost centre to the accounts system when the 2024/25 budget is entered into Scribe, so it will be completely separate from VEC in future years.
 - k) War Memorial – To note that the war memorial repairs have been provisionally scheduled to be undertaken in March 2024.
 - l) Purchase of Sound System – To receive an update on the order for the battery powered, Bluetooth PA system with a stand and two microphone stands.
- 6) **Churchyard & Cemeteries:**

- a) To receive an update relating to the Parish Council's responsibilities in relation to the fact that the Baptist Cemetery may not be formally closed and to note that the Baptist Minister had been contacted regarding this.
 - b) Large holes in track at the entrance to the Cemetery Lane site & Springvale allotment – To receive details of costs: Labour £175, hardcore £42.50 + VAT per bulk bag with free delivery from Bence, weekend hire of wacker plate £40.50 + VAT from Fosseyway Hire. The committee to agree next step.
 - c) Memorial safety inspections: The committee to receive a summary of options and to decide what action to take regarding memorials flagged as unsafe and to make a recommendation to full Council **(Paper 1)**.
 - d) Grave levelling: The committee to approve a cost received for levelling 12 graves at a cost of £65 per grave plus a 2-yard skip at £125 + VAT. Total costs of £905 + VAT on skip.
- 7) **Allotments:**
- a) Cllr Hicks to update the committee on the Men In Sheds making new wooden bays for manure/chippings at the entrance to the Cemetery Lane site.
- 8) **Finance:**
- a) To note the current Burials & Allotments and Village Maintenance Summary Report **(Paper 2)** and the Earmarked Reserves report **(Paper 2a)**.
- 9) **Further review of tree policy:** The committee to further review the tree policy. **(Paper 3)**
- 10) **Village Maintenance:**
- Village Maintenance Contract: To receive an update on the progress of the scheduled works.
- 11) **Village Green:**
- a) Cllr Roberts to update the committee on dates when the contractors will reseed and returf where necessary.
 - b) **Bicycle racks:** To receive an update on the provision of bicycle racks.
 - c) **Bonded Surface Under Circular Bench:** To note previous quotations and recommendations for bonded surface repairs and agree action **(Paper 4)**.
 - d) **Village Map:** To receive an update on the request to have the village map updated.
 - e) **Maintenance of slabs along riverside walk:** Cllr Roberts is liaising with a contractor to get a quote.
- 12) **Xmas tree working group** – The committee to agree to form a group again this year, which councillors will attend informal meetings and when the first meeting will take place.
- 13) **Accessibility Audit:**
- a) Dropped kerb – update on progress by GCC Highways.
- 14) **Events:**
- a) To agree the arrangements to lighting the beacon to commemorate D-Day 80 – 6th June 2024.
- 15) **Regeneration of the pavement area in the High Street by the Cheltenham bus stop:** To note a working party had been formulated to take forward the project and to agree the specification for the area.
- 16) **Correspondence:**
- a) Email received requesting consideration from allotment holders to not leave litter/bottles in the area, to clear invasive Briony climber from the allotment side and to not remove trees in good condition from the hedgerow on allotment side **(Paper 5)**.
- 17) **Items to note.** To receive reports for information only.
- 18) **Date of Next Meeting:** Wednesday 20th March 2024 at 7.00 pm in the Salmonsbury Room.
- 19) **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 grave ownership. As such, the press and public are excluded from this part of the meeting.
- 20) **Garden of Remembrance (Confidential Paper 6):** To consider issue raised regarding a reserved cremated remains plot and recommendation by Assistant Clerk.