

Bourton-on-the-Water Parish Council
Community Services Committee

Minutes of the Committee Meeting held on Wednesday 13th February 2019 at 6.30 pm
at the George Moore Community Centre ("GMCC")

	Subject	Discussion Topic	Details
1.0	ATTENDEES	Cllrs: J Cowen (Acting Chair), S Coventry, R Hadley, L Hicks, N Randall, B Rogers, S Senior, B Wragge Co-opted resident: E Rumsey	
1.1	APOLOGIES	Cllrs R Daniel, J Jowitt	
2.0	DECLARATION OF INTEREST AGENDA ITEMS		None declared
3.0	MINUTES OF LAST MEETINGS		
	<ul style="list-style-type: none"> • VMC, held on 24th January 2019 • BAC held on 16th January 2019 • PFC held on 16th January 2019 <p>These were reviewed at the Parish Council meeting held on 6 February 2019. RH confirmed all minutes had been signed as approved.</p>		
4.0	MATTERS ARISING FROM PREVIOUS MEETINGS		
	Burials and Allotments meeting, 16 th January 2019: JC agreed to erect 3 signs, as discussed.		
5.0	VICE-CHAIRS AND PROJECT LEADERS	Identification and assignment	<p>For Information Only Committee confirmed that LH and SC are jointly leading the Youth Project.</p> <p>RH is leading the Village Green Project.</p> <p>A Committee Vice-Chair and other project leaders would be assigned, as required.</p>
6.0	BURIALS		
6.1		Discuss/agree date for Inspections	<p>For Information Only LH & BW will undertake an initial inspection of the Cemetery on 17th February and report findings. Action: LH and WW</p> <p>RD is asked to produce an inspection checklist to formally record monthly checks of the Cemetery and church yard grounds as well as annual memorial checks. Action: RD</p>
6.2		Discuss maintenance of Cemetery and Garden of Remembrance	<p>For Council discussion and approval of costs It was agreed that G. Davies would be retained for maintenance works only, which will include the clearance of rubbish near the Cemetery Shed and the continued maintenance of the Garden of Remembrance area – a full specification for this work will be prepared for submission to Council on 6th March.</p> <p>NR suggested that village volunteers might be interested in planting up and maintaining the flower beds in the future. Action: NR to report to Council on 6th March whether this is a viable option.</p>

6.3		Discuss reports of poor maintenance in the past	It was agreed that clearing/restoration of the area would be in line with Bibury's estimate dated 19 th November 2018 – the Committee will recommend Council's acceptance of the quote and agree future maintenance responsibilities at the 6 th March meeting. Action: LH & BW to take photographic record.
6.4		Discuss progress in identifying additional cemetery space	For Information Only As this is a significant project, Committee agreed to defer this item until after the parish council elections have been completed in May.
7.0	ALLOTMENTS		
7.1		Discuss/agree date for inspections of: Cemetery Lane Springvale Piece Hedge	For Information Only LH and Clerk to inspect allotments every 2 months from now on for the Committee's consideration/action of reports. Action: LH The inspections will determine which allotment holders at C. Lane site are transgressing from the rules which state there must be a 2m clear boundary with the adjacent property - Clerk to notify the tenants accordingly. Action: Clerk
7.2		Discuss greenhouse requests	For Information Only It was noted that permission for the requested greenhouses had been given by the Office as the requests conform to the Rules.
7.3		Discuss storage request	For Information Only The committee agreed to both bays being allocated at Cemetery Lane for the storage of manure and agreed to the same arrangements applying at the Springvale site. Action: Clerk
8.0	OPEN SPACES		
8.1		Receive update re annual safety inspection of play areas	For Information Only The Committee noted that the Clerk was seeking three quotations to appoint an RPII qualified annual inspector for the next 3 years, and would forward these for Committee consideration, as soon as received. Action: Clerk
8.2		Record outcome of Inspections for Naight, Melville & Rye Crescent play areas	For Information Only It was noted that weekly safety inspections were undertaken and reported for Naight, Melville and Rye Crescent play areas. All reported issues are being actioned. With regard to restoration of the Naight boundary with the RBL car park area, it was noted that P Pulham has been instructed to complete the work in Spring 2019.
9.0	YOUTH SERVICES		
9.1		Receive update re current Youth Club	For Information Only LH gave an update on the current situation. The

		sessions	<p>Service Level Agreement (“SLA”) will be renewed, and reviewed in May 2019.</p> <p>The provider of youth services will be asked for a monthly report, and to confirm the timescale for visiting the local schools to provide information to pupils/students about the youth club and youth services provision.</p> <p>It was also agreed the current SLA would be extended until 31st March 2019, with a new annual arrangement being in place for both Youth Club and Outreach sessions with effect 1st April this year. Action: LH</p>
9.2		Receive update re new Youth Club provision	<p>For Council discussion/approval of costs LH advised that a new purpose-built facility had been considered but does not appear to be a financially viable option. In order to secure the continued availability of the PCC grant, LH will liaise with the office to update the project action plan with information on the various alternatives being assessed so a revised action plan can be submitted to the PCC by the 28th February deadline. Action: LH</p> <p>In parallel, LH and SC will follow up a new potential opportunity at the Cricket Club, the outcome of which discussions will be integrated into the project action plan. Action: LH and SC</p>
9.3		Receive update on Outreach sessions	<p>For Council approval of costs Following re-discussion of the benefits, the Committee agreed to Outreach sessions being funded for the period April to September 2019 – CMAS to confirm session costs. Action: Clerk</p> <p>LH will ensure that CMAS comply with all T&C’s of the SLA in terms of regular reporting etc Action: LH</p> <p>The Committee noted that CMAS is completing the Safeguarding Form required by the PCC in respect of the Youth Club sessions.</p>
9.4		Engagement and Networking	<p>For Council discussion BW agreed to attend the Cotswold Youth Network Meeting at CDC Cirencester on 21st February and report back. Action: WW</p>
10.0	VILLAGE GREEN		
10.1		Receive update re maintenance of footpath, north side of the Village Green	<p>For Information Only NR advised that advice had been sought from GCC Highways, and a response is awaited.</p>
10.2		Consider hybrid grass suggestion	<p>For Information Only A resident suggestion to consider hybrid grass as an alternative Village Green surface would</p>

			be assessed. Action: RH
10.3		Receive update re tree works identified in the recent annual survey	For Information Only Committee noted that tree works have been instructed.
10.4		Receive update re new signage	For Information Only Signage relating to duck feeding and bye-laws is being progressed. Action: RH
10.5		Receive update re War Memorial maintenance	For Information Only It was noted that a grant application has been submitted to help with maintenance of the War Memorial and enclosure.
10.6		Discuss date to remove temporary fencing around new grass	For Information Only RH confirmed that the fencing would be taken down on 17 th April to allow for grass cutting on the 18 th April. Action: Clerk
10.7		Receive update re Christmas Tree/Hanging baskets displays	For Information Only Cllr Hadley confirmed that a new supplier would provide the Christmas tree. It was clarified that the VIC will be offering donations (received from local businesses which advertise on the new VIC website) to the Council, equating to 50% of the cost of the Christmas tree and hanging basket displays.
10.8		Discuss future maintenance of the village planters	For Information Only The maintenance contractor will be asked to assume responsibility for future maintenance of the village planters.
11.0	ANY OTHER BUSINESS		
11.1		Future agenda items	For Information Only The Committee agreed that Health Connect and Dementia Awareness would be included on future agendas with BW leading on these items. Action: RD
12.0	DATE OF NEXT MEETING		Wednesday 13 th March 2019 at 7pm in the GMCC.