

Bourton-on-the-Water Parish Council
Minutes of the meeting of the Village & Environment Committee Meeting
held at 7pm on Wednesday 10th August 2022
in the Salmonsbury Room, The George Moore Community Centre

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

In Attendance: Sharon Henley-Clerk, Steve Cotton-Village Warden, Marie Pawley-Regulatory Support Officer, Publica, two Community Support Officers, Publica.

Members of Public: One.

- 1) Apologies for absence: There were none.
- 2) Declarations of Interest: There were none.
- 3) To receive and approve the draft minutes of the meeting held on 13th July 2022. Proposed by Cllr Hadley, seconded by Cllr Hicks and APPROVED.
- 4) Public Session: There were no items.
- 5) Discussion with Publica's Regulatory Support Officer and Community Safety Officers regarding liaison with Community Safety Officers. The CSO's role stemmed from the Covid Officer role and the team currently cover a wide area in the Cotswolds and Forest of Dean to help with a variety of matters including traffic, litter, fly tipping, anti-social behaviour, enforcement of bye-laws and working alongside the Village Warden. The team's work is independently funded until the end of September at present.

The Parish Council were advised that they could request CSO attendance at a particular time or at event. The committee highlighted recent anti-social behaviour issues at The Naight, Melville and Cemetery Lane and these areas would benefit from attendance, particularly on Friday or Saturday evenings. It was agreed that the Clerk would be sent team rotas so councillors could be aware of when there was representation in Bourton and days could usually be swapped upon request.

- 6) Matters Arising:
 - a) Cemetery shed: The quote was still awaited. It was suggested that the benches in the old shed could be sited in the Jubilee Orchard. The Village Warden offered to wood treat the benches.
 - b) Painting of Len Hill Memorial: This was complete.
 - c) Fixing of cemetery bench: To be completed with the installation of the shed.
 - d) Replacement of Rissington Road benches: Advice on availability of Streetworks accredited contractors was still awaited from GCC Highways.
 - e) Arrangements for CDC's Tourist Levy Consultation: The Clerk had chased CDC and it was agreed that this would be followed-up again with senior officers at CDC.
- 7) Churchyard & Cemeteries:
 - a) Update on outcome of recent DEFRA proposals on burials. The Assistant Clerk provided an update that there were no changes to the requirements on plot sizes for existing cemeteries, except those already considered an environmental 'high risk'. If a planning application is submitted for a new burial ground the applicant would be advised of any environmental requirements.
- 8) Allotments:
 - a) To consider any action required in the case of a water shortage or drought. A tenant at Cemetery Lane was currently using a water pump to transport water to their plot on a temporary basis. Following discussion about the current run of very hot, dry weather and possibility of an imminent hosepipe ban in this area, the Clerk was requested to erect temporary signs by each water trough at all allotment sites stating that 'water pumps should not be used, buckets and watering cans only'. The allotment rules to be reviewed in December and the Clerk to advise the tenant using the water pump that, although the committee were sympathetic to their position, they request that the water pump is not used and assistance is sought for transporting water for their plot.
 - b) Allotments inspections: To set a date for review of actions completed on site by tenants following the previous inspections. The Assistant Clerk provided an update on actions and Cllrs Hicks and Roberts to complete a site review to be reported into the October meeting.

- 9) Village Green:
- a) To note damage to stone edge by riverbank – contractor has been instructed to repair. This was complete but the contractor reported further damage. Cllrs Hadley and Roberts to review and report back.
 - b) Village Green railings: To agree costs from Bibury Landscapes for installation at £550 + VAT and removal at £440 + VAT. The contractor had already been instructed based on last year's charges. Costs were APPROVED.
- 10) Trees:
- a) To review quotes received for all outstanding tree works from the 2021 and 2022 surveys (Paper 1). Quotes from three contractors were reviewed.
 - b) To select a contractor for all of part of the works or agree further actions. Following discussion the committee APPROVED the quote from Treotech for all works at £7,549.95 plus VAT to be funded from the current year's tree budget and the Tree earmarked reserves. The final works were due for completion by March 2023.
Although tree survey works had been completed to T73 weeping willow on the Village Green, further work was required to cut back overhanging branches which needed raising above head height and away from the war memorial. The Clerk to instruct Treotech as an urgent task as children were swinging on the branches.
 - c) Work requested to tree outside Bourtanical (T77) (Paper 2). Following concerns raised, the Clerk was instructed to liaise with Treotech to determine which tree this was and arrange for the overhanging branch to be cut back well above the top of the porch roof.
- 11) Village Maintenance Contract:
- a) To nominate committee members to review the existing contract (Paper 3). Cllrs Hadley and Roberts and the Assistant Clerk to meet at 10.30am on 15th August to review and the updated version to be reviewed by full Council in September.
 - b) To agree date to send out contract to tender in order to inform the 2023-24 budget. Following Council approval in September, the contract to be placed on Contract Finder for 30 days and advertised in the local press.
- 12) Christmas display: To discuss possible arrangements for the Christmas lights switch-on. A small event with Santa Claus and carols by the primary school would be held on Friday 2nd December at 4.00pm.
- 13) Broken wooden bollard in Croome Gardens (Paper 4a & b): The broken bollard had been removed and the remaining two did not leave sufficient access for a car, so it was agreed to take no further action at present.
- 14) Village Signs (Paper 5):
- a) To review advice from GCC Highways and agree further actions. The advice was reviewed and the Clerk to contact CDC to check on Planning Permission, although signs were being erected on a like for like basis.
 - b) To review list of signs and agree on any amendments to wording prior to finalisation by contractor. A final list was agreed. The Public Toilets signs to have a disabled sign inserted. Additional signs were £125 plus VAT each and Cllr Hadley to confirm with the Model Village and Birdland whether they wished to purchase two additional signs each at cost. Following clarification, the Clerk to finalise the list with the contractor. Installation costs by the contractor were included in the grant fund payment for the signs.
- 15) To review proposal by CDC to install a new planter adjacent to the public toilets in the High Street. (Paper 6). Steve Cotton, Village Warden advised that funding was available from CDC's Clean and Green Team. Permission had been sought from CDC Estates Dept but the Parish Council's permission was also requested and this was granted by the committee. The planter to be made by Men in Sheds.
- 16) Environmental Action Working Group: To review draft Terms of Reference (Paper 7) and agree any amendments required for recommendation to full Council. The Clerk advised that any non-councillors who were elected to a working party would be subject to the disqualifications that apply to Parish Councillors and were also required to comply with the Code of Conduct. It was agreed to insert suitable wording into the document and present the final draft to the September Council meeting for approval.
- 17) Crowdfund Cotswold: The Clerk attended an online briefing and advised that CDC had two grant funds which were available for community projects. Local support was required by crowdfunding prior to CDC

being able to support projects. The current deadline for new projects was 14th September so any future projects could be considered for spring 2023 if CDC grant funding was available at that time.

18) Correspondence:

- a) To consider request from allotment tenant to add signage to manure and wood chipping bays at the Cemetery. In addition to close and/or lock the gate each night to prevent flytipping. It was agreed to place suitable signage following a delivery of wood chippings into the wrong bay. It was not considered feasible to arrange for the allotments to be locked overnight. Clerk to advise the tenant.
- b) To consider complaint about the grass verge at the Lansdowne entrance to the village (Papers 8a & b). Following reference to the grounds maintenance contract the Clerk was asked to remind the contractor to complete this work.
- c) A Piece Hedge allotment tenant expressed concerns about one of the trees on site and asked whether they could pay for its removal. Following review of the tree survey the Clerk to advise the tenant that the tree was being attended to as part of the Parish Council's maintenance schedule.
- d) Two residents of Clapton Row Green had requested that the stones on the Green were moved back into place. Cllr Roberts to complete this. It was recognised that permanent solution was required, so the Clerk to include this work in the draft budget for 2023-24.

19) Items to note only: Cllr Roberts advised that the hedge bordering the Naight/British Legion would need to be cut down to facilitate the proposed wildflower planting.

20) Date of Next Meeting – 7.00pm on Wednesday 14th September 2022 in the Salmonsbury Room.

21) **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 legal requirements for individual burial plots. As such, the press and public are excluded from this part of the meeting. APPROVED.**

22) To review advice received from solicitor in respect of Exclusive Right of Burial documents. Following review, it was agreed to proceed in line with the recommendations. The Assistant Clerk to contact plot owners as required on a case by case basis.

It was further agreed to amend the Cemetery Regulations to state that an Exclusive Right of Burial document was required for all purchases since 2010.

There being no further business the meeting closed at 20.19 hours.