

Bourton-on-the-Water Parish Council
Minutes of the Meeting of the Village Environment Committee
held at 7pm on Wednesday 18th August 2021
in the Windrush Room, The George Moore Community Centre

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

In Attendance: Sharon Henley, Clerk

Members of Public: None.

1. Apologies for absence: Cllr B Hadley.
2. Declarations of Interest: There were none.
3. To receive and approve the minutes of the Village & Community Committee Meeting held on 14th July 2021. Proposed by Cllr Wragge, seconded by Cllr Roberts and APPROVED.
4. Matters Arising:
 - (a) Removal of Covid signs: These had been removed as arranged and the Chairman thanked those who took part.
 - (b) Station Road vegetation: GCC confirmed that the vegetation had been cut back around the sign, the verges being part of the publically maintainable highway. It was noted that the 20mph roundel on Moore Road was covered by a tree, Cllr Roberts to report to Highways.
 - (c) Litter bin wraps: YWB Committee to progress this with the school.
 - (d) Protection of Clapton Road Green: To be added to the list of Projects Held Over pending budget allocation next year.
5. Village Maintenance
 - (a) Village Walkaround (Paper 1): The report was reviewed and the following actions were agreed:
 - Village Green - Winter fence post holes need plastic caps: These were required as the holes created a trip hazard. Cllr Roberts proposed to order 20no. caps at 35p each. The supplier to be asked to post the items rather than pay the £10 courier charge. Cllr Roberts to fit. Seconded by Cllr Millett and unanimously APPROVED. The Clerk to request Bibury Landscapes to ensure the mower does not clip the new caps.
 - High Street - Tree 23a missing brass plaque. Clerk to enquire if this is in the office.
 - Melville, entrance off Station Road - Drainage channel has been cleared of weeds by contractor. Complete.
 - Village Green Bus stop and 'no loading' kerb stripes. Cllr Roberts progressing via Highways Committee.
 - Variety of new signs required: 6 no. dog signs at the Village Green and 1 at Clapton Row. Cllr Roberts is liaising with CDC on replacing the dog fouling signs.
 - Byelaw signs: Some signs are out of date and an additional sign needed for Clapton Row. The sign on the Paynes footbridge requires replacement. Clerk to check if any signs are available in the office, otherwise to source a quote for two A4 metal signs for Council approval.
 - Sign maintenance. Village Green brown tourist signs require cleaning, the library sign needs repositioning and the brown sign outside the Post Office requires bending back into shape. Cllr Roberts to request Highways to complete these works or arrange via the Parish Council.
 - Bent lamp post outside the Post Office and Christmas Shop. Cllr Roberts to report to Highways.

- Replacement of Village Green brown signs with black and gold signs: It was thought that the brown signs were suitable for areas with traffic but black and gold style finger signs would be less imposing in pedestrian areas. To be included as a future budget proposal.
 - The tree at the junction with Victoria Street had been trimmed.
- (b) Tree Survey and Works:
- (i) Confirmation of number of trees to be included in the survey. Cllr Roberts had counted thirty trees in the Churchyard which in his opinion required inclusion in the tree survey. It was thought that there may be additional trees in the village which had not been included on the previous survey. Cllr Roberts to create a revised map of trees for the new survey.
 - (ii) Review of quotes received from contractors and agree to award contract or take further actions (Paper 2). The quotes and information from three contractors were reviewed. Following discussion Cllr Millett proposed that Treotech were appointed to complete the tree survey only, using a revised list of trees supplied by Cllr Roberts. Quotes for specific tree work highlighted on the survey to be sought on receipt of the survey. Treotech to be requested to produce a final cost for the survey based on Cllr Roberts' revised list, for approval by full Council. This was unanimously APPROVED.
- (c) Jubilee Orchard (Paper 3): Councillors reviewed the specification and quote received. Cllr Millett was liaising with the volunteer Tree Warden and grafting stock may now be used so the final scope of works to be reviewed. Agreed to defer a decision on the quote to the following meeting.
- (d) Bin outside The Croft: It was agreed that CDC should progress the removal of this bin to a nearby location at the request of the business owner.
- (e) The Queen's Platinum Celebrations, June 2022: Two volunteers from outside the Council were available. It was agreed to raise awareness of the request for volunteers and plans for an event at the TAG event on Village Green in September. Also to add a volunteer request to the Bourton Facebook page. Event planning to be discussed by Council in September.
- (f) Installation of Christmas Tree: It had not been possible to source a contractor with a telehandler who had the required training and insurance. Councillors to make enquiries locally and to discuss with Council in September.
- (g) Fence Repairs at Periwinkle Bank: Cllr Roberts had met the contractor on site and a quote was awaited.
- (h) Grass Cutting at Stanway Green (Paper 4): The grass cutting contractors had cut this area and part of the neighbour's garden after being informed in error that the PC had approved the work. The neighbour had previously cut this strip prior to Covid and was willing to continue to do so. It was therefore agreed that the Clerk should thank him and ask him to continue.
- (i) Bench Rye Crescent/Rissington Road (Paper 5): GCC had confirmed that, although the bench was on the Highways verge it did not belong to them. It was agreed to source a quote for sanding down and repainting, to be funded by the Parish Council.
- (j) CDC Beautification Fund (Paper 6): Councillors discussed a potential application to fund the proposed black and gold tourism signs for the Village Green. The Clerk to check on previous costs and liaise with Cllr Millett to create a grant application. To be discussed by full Council and bid finalised at the next VEC meeting. Deadline for application is 15th September.
- (k) To consider proposal to ban dogs on the Village Green from 11am to 5pm between August and September. Following discussion it was unanimously agreed that this proposal was not

enforceable and would impede the ability of residents to make use of the Village Green. All councillors voted against approval of this resolution. NOT APPROVED.

6. Churchyard & Cemeteries
 - (a) Len Hill Memorial Repairs (Paper 7): The Reverend King had confirmed that she was unable to contact the family and the church would support an application from the Parish Council to remove the roof and bench. Cllr Roberts proposed that a quote was obtained for this work and in addition for the top of the wall to be made good and a 'deterrent' added. Permission for the work to be sought from the Diocese. This was seconded by Cllr Hicks and unanimously APPROVED. The Clerk to start the application process with the Diocese.
 - (b) Annual Risk Assessments: Cllrs Wragge and Hicks had completed a site visit but the risk assessment template still required completion and would be progressed.
7. Allotments
 - (a) Springvale - Lease Amendment: CDC had drafted updates in relation to the time limits on parking and the pond and they would be sent through when available.
 - (b) Cemetery Lane
 - (i) To review response on plot 1B and determine further actions (Paper 8): The Clerk to write back to the plotholder and request removal of the pallet and ask the plotholder to install a fence suitable for the Cotswolds environment.
 - (ii) To review damage to barrier and agree further actions (Paper 9). It was noted that this related to the Cemetery rather than Allotments. Council had previously installed metal hoops around the grave but these were now a post and chain. The Clerk to respond to the owner of the grave to ask whether they had installed these to replace the metal hoops. To advise that on current policy that graves are kept clear so they can be mown over and kept flat. The compost heap to be removed to discourage people from walking across the grave to gain access. The Clerk to advise the grass cutting contractor that care must be taken around this grave and that grass cuttings should not be deposited in that location.
8. Correspondence:
 - (a) Clapton Row – email from resident with suggested improvements (Paper 10). Suggestions to be recorded along with funding for next year's budget so appropriate action can be taken.
 - (b) Dog Bin Relocation: A resident in Rissington Road requested that a dog bin was moved further away from their garden. Cllr Roberts to raise with CDC Waste Management and the resident to be advised to also raise a request with CDC.
 - (c) A plotholder from Piece Hedge asked requested permission to remove some trees. Cllr Roberts to review on site for discussion at the next meeting.
 - (d) A neighbour of the Piece Hedge allotments enquired about regular access over the allotments via his back gate and also for his fencing repair. Cllr Hicks to inspect on site and advise the Clerk on a suitable response.
9. Any Other Business (items to note only): Cllr Roberts to inform Highways that some A-Boards were blocking sight lines around the Bourton Vale car park exit.
10. Date of Next Meeting – Monday 8th September 2021 at 7.00 pm.

Projects Held Over:

- New Burial Space

- Potential formation of Allotment Association
- Replacement of Cemetery Shed
- Protection of Clapton Row Green

There being no further business the meeting closed at 20.52 hours.