

### Minutes of the Burford Town Council held on 1 April 2020

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**Present: (by email)** Cllr J White, Mayor. Cllr J Tunnell-Westmacott. Deputy Mayor. Cllr D Cohen. Cllr P Bush. Cllr M Taubenheim. Cllr D Cotterill. Cllr S Lofthouse. Cllr S Palmer, Cllr F Triggs, Cllr P Higgs, Cllr D Cohen, Cllr N Field-Johnson. Maggie Andrews Town Clerk. John Yeatman RFO.

**1. MINUTES Resolved:** That the minutes of the Council meeting held on 4 March 2020 be approved as a correct record and signed by the Town Clerk on behalf of and with the authority of the Chairman.

**2. MATTERS ARISING .** None

**3. APOLOGIES FOR ABSENCE** None

**4. DISCLOSURE OF INTERESTS.** John Yeatman, reimbursement signage costs. £111.28. Cllr Cotterill, reimbursement Italian book launch £250.00.

**5. OTHER MATTERS FOR DISCUSSION.** None

**6. TREASURER'S REPORT**

The Treasurer reported the draft expenditure figures which were circulated to Councillors and approved. A full explanation of the figures will be in the audit notes which are being prepared.

Final Electronic Payment Summaries (EPS) have been submitted to HMRC for the 2019/20 PAYE.

P60's are ready to be given to all employees.

The new payroll software has been set up for 2020/21 and an amended tax codes applied.

The RFO will purchase the Brightpay licence, single employer, up to three employees.

Audit information has been received from Moore Sephens notifying a submission deadline of 30 June 202, a period for the exercise of Public rights is scheduled for 3 June to 14 July 2020.

The RFO has asked Don Griffin to undertake the Internal Audit again and he has agreed to do so. Council approved this appointment.

VAT reclaim has been submitted - £2316.63 for the 2<sup>nd</sup> half of 2019/20.

April payments listed below for approval:-

Woodberry bench	527.00
HGV fund tourist signs	500.00
J Yeatman Stop-em reimbursement	111.28
C & J Fire protection (Pavilion)	29.50
A K Timms	39.09
Mrs M Andrews	953.30
J Yeatman	345.60
HMRC	510.06
Petty Cash	50.00

WODC waste collections 780.26  
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Anna Grotex	100.00
Nest Pension	66.08
David Buckland	1247.20
Derek Cotterill (Italian book purchase)	250.00
Castle Water	3.25
Lucy Stavely (Wychwood tree project purchase)	252.63
BT credit	-249.16
(also received £200 compensation for mis-selling)	
Zoom video	143.88
Systems & Solutions (Bytesafe)	20.00

The above were approved by Council.

### **7. MAYOR'S REPORT.**

The Mayor & Mayoress are self-isolating, however the Mayor continues to work on the Burford Emergency Action Plan (BEAP) to make sure vulnerable and needy people are covered for their shopping and health needs.

HGVs. The Chairman reported that the final draft of the S.101 Agreement had been accepted by OCC and accordingly IT WAS RESOLVED that the Mayor and the Town Clerk be authorised to execute the same as a deed for and on behalf of the Council.

### **8. WODC REPORT Cllr D Cotterill**

Owing to Covid-19 all WODC Council Meetings, site visits and face to face meetings have been cancelled until the end of April 2020 except for the Council meeting on 29 April which is under review. Roughly 50% of all staff are working from home and 50% are in the office. Reception areas in offices are closed and Customer Services are experiencing a higher than normal call volume.

WODC (ERS) Environmental Services have been given extra powers under The Health Protection (Coronavirus Restrictions) (England) Regulations 2020 to ensure compliance in the District with Government policies.

UBICO are continuing with bin collections but have 97 staff members off sick.

Business Rate reliefs and Grants are being prepared and Business Rate Direct Debits have been deferred until February 2021.

The May elections have been deferred until 6 May 2021.

Further information is available at [www.westoxon.gov.uk/coronavirus](http://www.westoxon.gov.uk/coronavirus)

Strange things have been happening in the waste arena and dog bins have been suddenly filled and overflowing. It appears that some dog owners are storing quantities of dog poo then dumping it in bulk in nearby dog bins. This is not necessary as all household waste, litter bin waste and dog bin waste is amalgamated and sent to the incinerator at Ardley. Wrapped dog waste can be put into household waste or any litter bin with impunity.

### **9. OCC REPORT.** Cllr N Field-Johnson

Coronavirus (Covid-19) report. Staff at the County Council are working flat out as we cannot simply close down or ask everybody to work from home, we are there to support and protect Oxfordshire's residents particularly the vulnerable. There are some areas that will see an increase in demand at a time when some of our staff will become ill with the virus. The main area of work in Social Care both adult and children's has to continue on a

We expect the number of people requiring care to increase as informal carers become ill and are unable to continue care.

This work is vital as it's important we keep as many people as possible out of hospital. We are working closely with the NHS to provide care and facilities for those patients who do not require acute care, to be cared for away from hospitals or at home, freeing up beds for those who need them most. This includes the group that we need to shield from the virus who are thought to be most at risk across the county.

The Government are shielding the extremely vulnerable approx. 1.5 million across the country full details can be found on the website - [Extremely vulnerable:   
https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

Currently those people identified by the NHS as extremely vulnerable will be contacted by the NHS by letter, email, text or all 3 to say that they need to isolate themselves at home for the next 12 weeks. They will be asked if they have any help to collect prescriptions and food, this may be supplied by one of the brilliant local groups that have been set up. If they don't have any help then they will be told to contact the council who will arrange a contact which again may come from one of the local groups. As you will see from the document these are certain groups within the population but there may be others that need help such as those in self-isolation which is where all the volunteers will help. If somebody thinks they should be on the list and haven't been contacted by the end of March, then they should contact their GP or hospital clinician.

To assist in the logistics across the country there are Local Resilience Forums, we are in the Thames Valley based around the Police authority area. These are where the blue light services link in with the NHS and local authorities to consider the high-level strategy. These then delegate down to the County to work with WODC and other Districts to coordinate the local hubs. The Government has seconded military planners to assist in the hubs which is where all the local community groups come in to the local networks. This is about all working together to ensure that we do not duplicate provision or even worse miss a vulnerable resident

The organic growth of the community networks or hubs that we are seeing being set up is fantastic. These groups are providing some excellent services to local residents who are self-isolating or do not have relatives locally. It's important that they are community led but we need to avoid duplication, so the County Council and Districts are working with Oxfordshire Volunteers to list them all and provide support where needed.

If you are approached by people wishing to volunteer, they can register at: <https://oxonvolunteers.org/vk/volunteers/index.htm>

This is a very fast-moving situation so please use the OCC: <https://news.oxfordshire.gov.uk/coronavirus-information-from-the-government/> and [Government: https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus) websites for the latest information.

**10. CORRESPONDENCE.**None

**11. COMMITTEE REPORTS**

**Planning.**

20/00761/HHD. Hilltop House 208 The Hill. Insertion of 2 new velux windows to existing garage. No objection.

19/02572/FUL. 45 High Street. Installation of 1 external condenser unit to rear courtyard. The courtyard has shared access and the unit could cause an obstruction.

We are also concerned about the noise pollution it may cause because it is sited under a bedroom window. We would need confirmation that if fitted the noise will be very low, less than 35dBA and preferably less than 30dBA.. The Council strongly advise that a WODC Planning Officer visit the site. Objection.

20/00701/ADV. Land west of Shilton Road. Erection of sales hoarding and V board signs and 10 flag poles, all non illuminated. No objection.

20/00733/FUL. 53 High Street. Change of use of premises - Bakery/Café-Retrospective. No objection.

20/00813/HHD. 20/00814/LBC. Fullers Cottage 23 Witney Street. Erection of single and two storey rear extension. Proposed single storey flat roof rear extension and 1st floor pitched rear roof. No objection.

**Recreation Ground.** No report.

**Pavilion.** No report.

**Environment & Cemetery.** The Lengthman continues to work where he can and without so many cars parked he is able to weed and clear areas that are usually difficult to clear. A new bench has been installed and donated by Lady McLintock and is situated by The Lamb/Priory Lane junction.

The Cemetery is in good order although a scheduled committee meeting has been postponed. Until further notice, the Council will only permit the interment of ashes. Space is now at a premium and we are looking to reclaim more land above the existing area in due course.

**Traffic** No report.

## **12. ANY OTHER BUSINESS**

## **13. CHARITY MATTERS**

The Tolsey trading area will be closed until further notice.

