

## Minutes of the Burford Town Council held on 6 May 2020

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**Present: (by Zoom meeting) )** 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 1 April 2020 be approved as a correct record and signed by the Town Clerk on behalf of and with the authority of the Chairman, with the addition of a resolution whereby the Council authorised both the Mayor & Town Clerk to sign all the HGV documents..

This meeting is recorded on video and audio. A motion was passed so that Councillors can cast votes during the session.

**2. MATTERS ARISING .** None

**3. APOLOGIES FOR ABSENCE** None

**4. ELECTION OF MAYOR AND DEPUTY MAYOR.**

Cllr White agreed to stand for a further year as Town Mayor adding this would be his last year. It was therefore proposed and seconded that he be appointed for another year in office and all were in favour.

Cllr Tunnell-Westmacott agreed to stand for a further year as Deputy Mayor. It was proposed and seconded that she be accepted for a further year in office. All were in favour.

**5. DISCLOSURE OF INTERESTS.**

The following Councillors declared a personal interest because they represent the Council as Chairperson of the following committees:-

Cllr J Tunnell\_ Westmacott – Cemetery & Environment.

Cllr F Triggs – Recreation Ground.

Cllr J White – Traffic.

Cllr M Taubenheim – Pavilion

John Yeatman – reimbursement for Brightpay £58.80

**6. OTHER MATTERS FOR DISCUSSION.**

**AGM reports.** Since the AGM has been cancelled, discussion took place as to whether the AGM reports should be postponed, put in The Bridge Magazine or on the website.

After several suggestions and a vote, it was decided to publish reports and put them in The Bridge and on the website. Chairs of committees were urged to get their reports in to the Town Clerk by the end of May.

**Recreation Ground/Dog walkers.** Complaints have been received regarding dogs off leads which is an offence in a public space. Westfield is available for dogs to be off leads.

A survey of existing signs has been made and after discussion it was decided to improve the signage on the Rec in the hope that dog owners will respect the Council's wishes.

Also an article will be put in The Bridge to this effect.

Gov.uk have explicit rules on controlling dogs in public places.

Post Office closure. The Mayor has been in discussion with Mr Simmonds at Post Office UK regarding the High Street Post Office closure. It will be a hardship for the Town. Burford would not want to see it closed.

Discussion took place as to which retailer might take it up as a franchise operation.

The Chamber of Trade will be approached for their input.

**7. BEAT CV-19.** Councillors reported on their 'wards' and the volunteers in their areas. The whole exercise has and is working really well. Many neighbours look after each other and Burford clearly has a good community spirit. The Mayor thanked Councillors and their volunteers for their efforts on making this a very successful operation.

**8. TREASURER'S REPORT – John Yeatman.**

The BACS payment for the 1<sup>st</sup> 1/2 2020/21 Precept of £37771.00 and the parish Support Grant of £750.00 was received on 16 April 2020.

The BACS payment of £2316.63 was received on 7 April 2020 for VAT reclaim for the 2<sup>nd</sup> ½ of 2019/20.

The OCC agency grass cutting payment of £1540 has been received. The Lengthman grant of £1250 will follow.

WODC have notified 100% expanded retail discount of Council Tax for the Tolsey building (-4141.70).

The Annual Governance & Accountability Return (AGAR) internal Audit for 2019/20 was undertaken by Mr Don Griffin on 13-23 April 2020. No problems were reported. AGAR Annual Governance Statement 2019/20 (Section 1), previously circulated was discussed and approval by the Council.

AGAR Accounting Statements 2019/20 (Section 2), previously circulated were discussed and approved by the Council. The AGAR documents will be signed by the Mayor & Town Clerk.

The RFO will post the 2019/20 Unaudited Statements on the website. The Notice of public Rights will be published when we are notified it is safe for electors to visit the Council office to inspect.

The HGV fund is £221897.48, there is one outstanding pledge of £2000.

May payments listed below for approval:-

Mrs M Andrews	902. 20
J Yeatman	518. 40
HMRC	525. 44
Nest Pension	65. 52
David Buckland	1256. 28
A K Timms	39. 19
Hickman Bros	178. 95
Anna Grotex	100. 00
Margaret Johnson printer ink/stationery	91. 52
WODC dog bin emptying charges	194. 71
Ubico dog waste	48. 83

J Yeatman Brightpay – reimbursement	58. 80
M Andrews – telephone costs	32. 36
BHIP Insurance	3174. 49

The above were approved by Council.

**9. MAYOR'S REPORT. None**

**10. WODC REPORT Cllr D Cotterill.**

WODC is preparing to hold virtual meetings using Cisco Webex. A test meeting for the full council, about 50 people, is planned for today as a prelude to a full council meeting next Wednesday. If the council meeting is successful the Lowlands Planning and Uplands Planning meetings will be restarted.

The Guildenford car park planning application now has considerable support from the High Street recorded on the website. Support outweighs objection. Objectors have suggested a car park should be built on the A40 in the Westfield location. A headline costing for a car park and shuttle bus service, 7 days a week for an extended day, demonstrates that each car park space would need to earn (cost) £6-00 per day over 180 days per year in order to cover running costs. Capital cost was amortised over 10 years. The headline costing did not include vehicle maintenance, equipment to collect money and lighting. Lighting would also present a problem as it would introduce considerable light pollution in a dark area high in the Cotswold landscape. The idea is not considered viable. Unfortunately, the erstwhile LibDem Councillor is proposing this solution and doing her utmost to kill the current application, what will be her attitude to supporting Burford's business community if re-elected.

**11. OCC REPORT. Cllr N Field-Johnson**

Oxfordshire is at the heart of COVID-19 research.

There are a wide range of COVID-19 related research studies taking place in Oxfordshire: Oxford patients with COVID-19 were among the first to be recruited to the RECOVERY trial which is testing the effects of potential drug treatments for those with the virus. This major national clinical trial is the largest of its kind in the world. It is being led by researchers from the University of Oxford. By 16 April, more than 5,000 patients had been recruited to the trial in 165 NHS hospitals. Data from the trial will be regularly reviewed so that any effective treatment can be identified quickly and made available to all patients. Researchers at the University of Oxford's Jenner Institute and the Oxford Vaccine Group began testing a COVID-19 vaccine in human volunteers in Oxford on 23 April. Around 1,110 people will take part in the trial, half receiving the vaccine and the other half (the control group) receiving a widely available meningitis vaccine. The researchers, who are supported by the NIHR Oxford Biomedical Research Centre (BRC), started screening healthy volunteers aged between 18 and 55 in March. The ChAdOx1 nCoV-19 vaccine has been produced in Oxford. The Oxford BRC provided essential funding to get the trial up and running. The team, including Prof Sarah Gilbert and Prof Adrian Hill of the University of Oxford's Jenner Institute and Prof Andrew Pollard of the University's Oxford Vaccine Group, told a press briefing on 17 April that they hoped to have 1 million doses of the vaccine ready by September to carry out large-scale clinical trials during the autumn. The NIHR Oxford BRC's Co-theme Lead for Antimicrobial Resistance and Modernising Microbiology, Prof Sarah Walker, is the Chief Investigator for a major new Government study to track COVID-19 in the general population.

Some 20,000 households across England are being contacted to take part in the first wave of the study, which aims to help improve understanding around the current rate of infection and how many people are likely to have developed antibodies to the virus.

Participants in the study will form a representative sample of the entire UK population by age and geography. The results will help scientists and the Government in the ongoing response to the coronavirus outbreak, with initial findings expected to be available in early May.

Wearable technology developed by Oxford BRC-supported biomedical engineers and medical researchers is being used on the isolation ward at the John Radcliffe Hospital in Oxford to monitor patients' vital signs. The BRC's Technology and Digital Health theme, led by Professor Peter Watkinson and Professor Lionel Tarassenko, has been developing and testing the concept of a virtual High-Dependency Unit (vHDU) for the past 18 months. Oxford BRC has allocated funding to six new COVID-19 related research projects.

#### Clinical Lead urges people to use Emergency Departments.

Staff at Oxford University Hospitals (OUH) are encouraging people whose health may be at risk to come to the Emergency Departments at the John Radcliffe and Horton General hospitals during the COVID-19 pandemic. Attendances have been significantly lower since the pandemic started and the Trust is concerned that people are putting their health at risk by not accessing life-saving services. Staff will treat any serious conditions or ailments. There are systems in place to triage patients with suspected COVID-19, so everyone who comes to hospital will be treated in a safe way.

#### New clinics to support patients with Coronavirus.

New COVID-19 clinics to support patients with suspected or confirmed COVID-19 are now open across Oxfordshire. A home visiting service will also become available soon for people suffering from coronavirus who are deemed suitable for this and need support in their own home. This service is supported by GPs and community staff from Oxford Health NHS Foundation Trust (OHFT).

The clinics and home visiting service will bring together clinicians and resources to support patients with coronavirus in the community. Appointments for the clinics and support are arranged over the telephone either via the patient's GP practice or via NHS111. The clinics are only for patients with a pre-arranged appointment; they are not a walk in facility. Precautions are being taken in each clinic to reduce the risk of spreading the infection. This is to protect patients, staff and the general public.

#### Cancer treatment continues during COVID-19

Cancer treatment at OUH continues to be provided during the COVID-19 pandemic in line with national advice issued to trusts by NHS England and NHS Improvement (NHSE&I) on 30 March. NHSE & I's guidance states that:

- The NHS must ensure that essential and urgent cancer treatments must continue
- Cancer specialists should discuss with their patients whether it is riskier for them to undergo or to delay treatment at this time
- If referrals or treatment plans depart from normal practice, safety netting must be in place so that patients can be followed up
- Following the national securing of independent hospital capacity, consideration should be given to using this extra capacity for cancer diagnosis and treatment.

Cancer surgery within OUH continues to be carried out primarily within the Oncology & Haematology Centre at the Churchill Hospital, a regional centre of excellence, but also at the John Radcliffe Hospital and at the Nuffield Orthopaedic Centre for specific tumours.

Additional independent hospital capacity at the Manor Hospital is being utilised and OUH is working closely with other providers within the Thames Valley Cancer Alliance to ensure that cancer patients can have their surgery in as timely a way as possible where there is spare capacity to carry this out.

Cllr Field-Johnson then added further points to his report:

A40 bridge. The demolition notice for the bridge has been withdrawn by OCC. It was agreed that a bridge would be much safer especially for pupils and with wheelchair access.

Cllr Field-Johnson will investigate why the ‘cats eyes’ have not been replaced on the stretch of road from the A40 roundabout up to the Gloucestershire border when road work was recently carried out.

Thames Water continue to put raw sewage into the Windrush and they would be taken to task.

## **12. COMMITTEE REPORTS**

### **Planning.**

20/00919/FUL. 29 Lower High Street. Alterations to include replacement of rear velux window with dormer window. Relocation of staircase to form position and insertion of 2 new wood burning stoves to existing fireplaces. No objection.

20/00939/HHD. 4 Old George Yard. Internal alterations to include the removal of wall and creation of downstairs WC. It has been noted that this work had commenced before approval was granted. This is a Grade II listed building. The application was primitive and the owner has written his own heritage statement. Therefore Council will ask WODC to request a proper application, properly prepared plans and a heritage statement.

20/01027/HHD. Paddocks. Barns Lane. First floor extension. It was noted that the tree line behind the site will afford complete cover for neighbouring properties. No objection.

20/00939/HHD. Swan Lane House, Swan Lane. Rear 3 storey extension, new roof lights to front elevation, new side window. This is massive over-development and appears to be a commercial operation – small hotel. Refuse trucks, oil delivery tankers and other large vehicles will not easily get through this narrow road which has always been a non-commercial road. Parking will also be a very serious issue. Council strongly object and request WODC to refuse any commercial development and to urge Planning Officers to make this a purely C3 residential category.

**Recreation Ground.** The recently planted trees continue to be watered.

With regard to the entrance of the A40 gate and recent work carried out to a property bordering The Rec, it was decided to wait until the ground settles. A decision will then be made as to how best to resurface the area.

**Pavilion.** The heating system will be checked over, otherwise the Pavilion is in good order. It is not being used by footballers at present and Council are not charging any fees until games recommence.

**Environment / Cemetery.** The Lengthman continues to weed and treat areas in the Town. A Cemetery meeting will be convened on site, exercising social distancing. Date and time to follow.

**Traffic.** The Signway Company has reopened and so HGV and 20mph signage will be manufactured.

**13. ANY OTHER BUSINESS**

The collapsed wall along Sheep Street toward Upton is now a danger to the public. The Clerk will report this to OCC again requesting they repair it as soon as possible. The protective barriers are no longer providing any safety measures.

There are several blocked drains from the A40 roundabout to Barns Lane and one broken cover. The double sided Coach Park sign Lower High Street has been badly damaged and needs replacing.

The road from the Surgery up to the small post box by the Upton turning is full of potholes. The Clerk will report these to Highways.

Some bus stops in Burford need repairing and or replacing. Cllr Taubeheim will produce a survey and report back.

Car park. It has been noted that after drainage works, a water pipe is far too small and totally inadequate. We will advise Lawrence King at WODC.

Books under the Tosley. Facebook comments were noted and dealt with.

**14. CHARITY MATTERS**

The RFO circulated the Tolsey & Thomas Collier Charity accounts and these have been independently checked by Mr Don Griffin. The Tolsey Charity accounts were approved by Council. The Thomas Collier trustees ( Cllrs White, Tunnell-Westmacott & the Town Clerk) approved the Collier Accounts.

Oxford Arts request for a sale under the Tolsey was refused because they are not a Charity.

