

**Minutes of the Burford Town Council meeting on  
Wednesday 3 June 2020 at 7.00 p m via Zoom**

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

**1. MINUTES. Resolved:** that the minutes of the Council meeting held on 6 May 2020 be approved as a correct record, and signed by the Mayor.

**2. MATTERS ARISING.**

Post Office. There is limited news at present but there are several interested parties.  
BEAT. CV. The campaign continues to work well including reaching those at risk.  
Bus stops/shelters. A survey has been carried out regarding the condition of those in Burford. Some require the Perspex renewing on the time tables and most need a good clean. Work in progress.

**3. APOLOGIES FOR ABSENCE.** Cllr N Field-Johnson

**4. DISCLOSURE OF INTERESTS**

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

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr F Triggs – Recreation Ground

Cllr J White – Traffic.

Cllr M Taubenheim – Pavilion.

Cllr S Palmer declared an interest regarding a quotation in from Hickman Brothers because she is employed by them.

**5. OTHER MATTERS FOR DISCUSSION.**

Swan Lane House planning application. An email has been received from the owner regarding the Council's comments to WODC Planning department. After discussion Council agreed not to withdraw their objection.

Millenium tree. A suggested has been made to place a plaque at this tree on the Rec marking the Millenium. All agreed.

**6. ADOPTION OF LATEST a) STANDING ORDERS, b) FINANCIAL REGULATIONS & c) THE CODE OF CONDUCT.**

The Council have always worked to the previous adopted models from OALC & NALC which has always worked well. However the documents have been updated and there is now newer versions which need adopting.

a) A proposal for a formal resolution was put forward that the Town Council adopt the 2018 model of Standing Orders. This was seconded by Cllr Bush. Unanimously agreed.

b) A proposal for a formal resolution was put forward to the Town Council to adopt the 2019 Financial Regulations. Seconded by Cllr Palmer. Unanimously agreed.

c) A proposal for a formal resolution was put forward that the Town Council resolves to adopt the 2018 Code of Conduct. Unanimously agreed.

**7. TREASURER’S REPORT**

The Annual Governance & Accountability Return (AGAR) for 2019/20 has been submitted to Moore. Because we have moved to being classed as an intermediate authority, the auditor has requested further information and so there will be more scrutiny.

The period of inspection by the public is scheduled to start on 31<sup>st</sup> August.

The Accounts and Finance information has been posted on the BTC website.

Payments as listed for approval :-

**Council account.**

Mrs M Andrews	952. 40
J Yeatman	396. 00
HMRC	516. 53
Nest Pension	65. 52
David Buckland	1256. 28
SSE Rec	99. 19
SSE Tolsey/Museum	223. 49
Hickman Brothers	326. 66
Anna Grotex cleaning services	100. 00
M Andrews – telephone costs	10. 60
RICOH UK	67. 03
McCracken 1 x football pitches	180. 00
McCracken 2 <sup>nd</sup> cits to town + 2nd pitch cuts	2076. 00
McCracken 3 <sup>rd</sup> & 4 <sup>th</sup> cut to town + 3 <sup>rd</sup> pitch cuts	2076. 00
OCC ANPR camera licence	300. 00
Cotswold Connect ANPR equipment	1480. 00
Cotswold Connect Ltd HGV costs	4714. 16

**Tolsey payments**

Ecclesiastical Insurance Co	1480. 78
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It was noted that the bill for SSE Rec was higher than expected  
Meter readings will be taken.

The above were passed for payment.

**8. MAYOR’S REPORT.**

The Mayor reported that HGV work had picked up quite a pace the start date being 29 June and the end date 5 August. Training will be required for an enforcement officer. to collect data from the ANPR equipment. Information will be put in The Bridge for a data analyst; application forms will available from the Council.

**9. WODC REPORT . CLLR COTTERILL**

Cllr Cotterill reported that no site visits are being carried out at present regarding planning applications which is a disadvantage so some applications are not progressing at the moment. Cllr Cotterill is still working from home and Planning meetings are being held by Webex.

**10. O.C.C. REPORT CLLR N FIELD JOHNSON.**

3<sup>rd</sup> Coronavirus (Covid-19) report.

Oxfordshire NHS and local authority partners continue to work together in responding to the COVID-19 pandemic. As we begin to see the lockdown ease, we are now working together to plan for recovery. More information will follow over the coming weeks as we develop these plans working together in Oxfordshire and with our partners across Buckinghamshire and Berkshire West.

#### Test and Trace

Following the recent announcements Oxfordshire system partners are working together on what needs to be prepared locally. This is a fast evolving situation and we will update on a regular basis.

#### Thank you from NHS staff to teachers

To mark National Thank a Teacher Day on Wednesday 20 May, Oxford University Hospitals (OUH) Chair, Professor Sir Jonathan Montgomery and Chief Executive Officer, Dr Bruno Holthof wrote to all head teachers of schools in Oxfordshire to thank them and their staff for everything they are doing for the children of NHS staff and other keyworkers. Head teachers were asked to share the message with all teachers and support staff so that they know how grateful the NHS is for all their hard work.

#### Army of staff return to the NHS frontline

The NHS is grateful to everyone who has answered the call and returned to the NHS frontline to support patients during the COVID-19 pandemic. A total of 339 people – nurses, doctors, midwives, and others – have been recruited to Oxford University.

#### Reassuring patients of safe cancer care

Patients receiving cancer care in Oxfordshire have been reminded that safe cancer care is still available to them during the COVID-19 pandemic. A recent national survey suggested that getting COVID-19, or giving it to their family, were among the top reasons that people would not come forward with cancer symptoms, along with fears they could be a burden to the health service.

It is important that people do not miss out on cancer care because of fears around COVID-19. Finding and treating cancer early gives the best chance to cure it, and ignoring potential problems can have serious consequences now or in the future. Ongoing care and treatment is just as important, as many of these are also curative and can control disease long term. Robust procedures are in place to ensure safe care and patients should feel confident in the fact that they are in a safe environment and that their treatment can continue as it always did.

#### Planning for life after lockdown

Bold transport plans are under discussion for Oxfordshire as the County begins to emerge from lockdown. Ideas were invited from all 63 County Councillors on potential changes to roads and transport networks in response to the Government's national £250 million cash fund. Suggestions were received from across the county as the council seeks to make sure that every town and village will benefit from how the funds are invested.

The plans, which are being developed in partnership with the city and district councils, will have a strong focus on encouraging residents to walk and cycle, and will Enable Oxfordshire to make strides towards sustainable and zero emission transport as well as support public health and safety.

To help tackle the issues surrounding climate change, West Oxfordshire District Council is inviting residents' views on what actions should be taken, with local opinion helping shape the Climate Change Strategy for West Oxfordshire. The consultation runs until 16 June.

**11. CORRESPONDENCE.** Correspondence has been received regarding one of Burford's residents who is some cause for concern because of personal health & safety issues. Several are involved including Social Services & the Parish Church. Visits are restricted because of Covid19. A suggestion was made that BTC write to Social Services airing our concerns on Health & Safety.

A lengthy letter has been received about dogs off the lead on the Rec. This has been acknowledged. Signage on the Rec will be improved after a comprehensive survey has taken place. Cllrs Higgs & Triggs to action.

A resident has flagged up overgrown foliage and a dead tree leaning over the area at Windrush Court/A40. Upon inspection it was noted that the tree is not dead but is covered in dead ivy. This will however be reported to OCC Highways. Most of the areas around Burford are in a similar condition due to dry weather and limited work force at present.

## **12. COMMITTEE REPORTS**

### **Planning.**

20/01038/FUL. Vicks Garage. Guildenford. Demolition of existing garage buildings and construction of two storey office building.

Cllr Cotterill declared an interest because he lives opposite this development.

Council felt this would be an over bearing and dominant development and concern was mooted over the height since the ground level of the site is higher than the road. The proposed height of the building will overlook the neighbours to the east. Parking and access will affect the setting of the listed buildings next to it. Objection.

20/00919/FUL. 29 Lower High Street. Alterations to include replacement windows, relocation of staircase. Although this application has initially been approved, the owner has lodged amended drawings to open up a new front door requesting that the litter bin by the bus stop be re-sited. Further information required from the owner. Meanwhile BTC will contact WODC to object.

### **Recreation Ground.**

Cllr Triggs met with the Clanfield FC who have started training sessions with five at a time. There are no matches scheduled at the moment. Another person is training using equipment without permission and making a charge. This is unacceptable to Clanfield FC and to BTC. The Mayor will formally write to Clanfield FC giving them authority to insist the other trainer desist or go through proper channels should they wish to use the facilities. Post meeting note: Cllr Triggs & Clanfield FC have now agreed a course of action and the unauthorised training will stop shortly.

It appears some families are using the Rec for picnics and sadly leaving more litter around.

Scouts. Spoil from their recent extension is still on the Rec after several requests for it to be removed.

A mound of wood has been placed in front of the metal lock up which makes access difficult. This needs removing so that the football team can get to the mower when necessary. Cllrs Triggs & Taubenheim action.

The newly planted trees continue to be watered although a couple are not looking too good and may need replacing.

**Pavilion.**

New sets of keys are required for the changing rooms. Cllrs Triggs/Taubenheim to organise.

The air-conditioning unit has dropped and needs urgent attention. Cllrs Bush & Taubenheim to action.

**Environment.**

There are concern regarding the eleven waste bins outside the Brewery staff house. Cllr Taubenheim will investigate and to confirm which property uses them with a view to rehousing them.

**Cemetery.**

A quotation has been received for developing more land at the top of the Cemetery. Two more quotes will be sought. Further discussion required when these are to hand and the costings will then go forward to the November budget for consideration.

A 20ft wall has collapsed along the main driveway. David Buckland has repaired this but the owner of the adjacent field needs to repair the post and wire fence on their land to deter horses from pushing against the wall which caused it to fall.

**Traffic.**

The 20mph signage is on the back burner while we negotiate with Signway and HGV signage.

OCC have agreed to look at the possibility of rebuilding the central span of the A40 footbridge. Surveyors have been on site this week.

**13. ANY OTHER BUSINESS.**

It has been noted that newly planted trees at the Shilton Road development are already wilting due to lack of watering.

The NHS flag will be taken down from the Tolsey flagpole and the Union Jack hoisted up.

OCC have no plans at present to re-open the library.

Cllr Cotterill reported that groups of young people are having picnics at the car park and the adjoining field leaving large amount of rubbish around.

The empty property on the High Street which was Hacketts appears to have an infestation of flies and fleas. This has been reported to Health & Safety and Environmental at WODC.

**14. CHARITY MATTERS.**

Some traders hope to commence by mid June making sure the appropriate safety issues regarding Covid 19 are carried out.