

**Minutes of the Burford Town Council meeting held  
3 February 2021 at 7.00pm via Zoom**

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**Present:** 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 P Higgs. Cllr S Chandler. Cllr F Triggs. Cllr N Field-Johnson.  
Maggie Andrews Town Clerk. John Yeatman RFO. Anna Lampard.

**1. MINUTES. Resolved:** That the minutes of the Council meeting held on 6 January 2021 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.**

**Post Office.** A 'pop-up' Post Office has been installed in Bumbles of Burford.

A full time Post Office is scheduled in 2 months time; there has been no explanation as to the delay. WODC have advised that the paint colour for the Post Office must conform to WODC colours.

**3. APOLOGIES FOR ABSENCE.** None.

**4. DISCLOSURE OF INTERESTS**

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

Cllr Tunnell-Westmacott – Environmental & Cemetery.

Cllr M Taubenheim - Planning & Pavilion.

Cllr F Triggs – Recreation Ground.

Cllr J White – Traffic.

Cllr S Chandler – BEAT

Cllr White declared an interest on planning application 20/02830/FUL - 20/02831/LBC. Chevrons, Swan Lane.

Cllr Higgs declared an interest by way of receiving reimbursement in the sum of £59.98 for website Malwayrebytes.

**5. OTHER MATTERS FOR DISCUSSION.**

**A40.** After concerns regarding speeding on the A40 by Burford School in spite of the 30mph limit, Council are in contact with TVP and OCC to see if traffic could be slowed down. However the County may be monitoring this stretch in due course. We continue to pursue the matter.

Council have received enquiries regarding removing bins from outside the old Barclays Bank site and Closa. After discussion Council agreed and will contact WODC for the re-siting of them.

OCC are due to inspect footways in Burford this month. We will submit all areas of concern to Gary Wilcox Northern Area Officer, for his consideration during the

inspection.

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Burford Weight Limit Consultation. Councillors were urged to respond to the consultation individually.

The Mayor will send the Council's formal response.

BEAT. (Burford Emergency Action Team). Cllr Chandler is convening meeting with Nathan Crockford to finalise and update all information reporting back to Council when this has been carried out.

**6. SHILTON ROAD REPORT.** Cllr Bush reported that he will meet with Dean Wills on several issues including the junction onto the A40 from Shilton Road, traffic backing up at Burford School A40 puffin crossing, the A361, a possible no 'right turn' onto the A40, and the installation of a yellow box junction.

**7. TREASURER'S REPORT**

The RFO reported that the 2021/22 precept requirements have been submitted. There will be no Parish Grant this year.

The February payments are listed for approval. BTC has Specific Powers or General Powers for all payments except CPRE Oxfordshire where Section 137 is used.

If BTC income or expenditure exceeds £200k at year end it will have to adopt an accrual system for this year's accounts and restate the 2019/20 accounts.

Payments

Signway Ltd (20mph scheme)	13043. 99
Cotswold Connect Ltd (HGV,CCTV & IR equipment)	2533. 37
Tardius Ltd (HGV permit refund)	10. 00
WODC Cemetery Council Tax	95. 00
Mrs M Andrews	945. 20
Mr D Buckland (S/O)	1256.28
J Yeatman	475. 20
Mr P Denning (HGV)	597. 40
HMRC PAYE	640. 69
Nest Pension	65. 52
A Grotex Cleaner	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT Business bill	57. 68
McCracken (Preschool trees)	1494. 00
Margaret Johnson Stationers	36. 67
Hickman Brothers	57. 76
CPRE annual subscription	36. 00
M Andrews (home telephone costs)	31. 15
M Andrews (print cartridges)	43. 65
Peter Denning admin expenses	239. 51
Cllr P Higgs (Malwarebytes) 2020/21)	59. 98
OALC (Peter Higgs training course)	60. 00

D Buckland (hedgecutter)	100. 00
J Buckland	30. 00
Castle Water (Recreation Ground)	22. 70
The above were passed for payment.	

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## **8. MAYOR'S REPORT**

New Play Park. The Mayor reported that the opening will be delayed due to Contractor and Covid 19 issues.

The Mayor reminded Council that he would not be standing as Mayor after May 2021. Councillors were asked to send nominations to the Town Clerk for consideration.

## **9. HIGHWAYS . WODC REPORT**

Cllr Cotterill reported that WODC will provide a balanced budget this year. However, 22/23 looks disastrous. WODC is £1.8m short on income this year; that hole increases onwards to about £9m short after 5 years. For example, the replacement of refuse trucks will be a capital bill of £4.8m in a couple of years if diesel vehicles are purchased but £9m if electrical vehicles are deployed. There is no mention of hydrogen vehicles at present.

The car park continues to flood and flowing well from the millstream bank to the lake in the middle. That has been almost continuous since 23 December 2020. The flow has been increased through the Northern spillway as the wall across it has disappeared, maybe washed away by pressure of water. This should provide better protection to the Church, Ladyham and Island House. The Church vestry, Island House and Wheel House are known to have flooded internally, Ladyham has not been confirmed.

The application to add a two storey extension to Fullers Cottage has been deferred for further discussion with the Officers who will only support a single storey. A two storey extension has no 'public benefit' which was the reason for refusal. The cottage already has a miniscule bathroom so it was deemed not necessary to have an extension which would have a detrimental effect upon a listed building. As the cottage was built in about 1480 it is obviously expected that Burford residents should still be living in that era! Cllr Cotterill has resigned from the Uplands Planning Committee and the Development Control Committee as the paperwork and workload associated with Salt Cross has become too much along with a lot of other things.

## **10. OCC REPORT.**

Cllr Field-Johnson reported that Council Tax will increase to provide for Social Services. OCC are also looking to put some money into the Youth work when budget setting. Cllr Field-Johnson said that WASP were still waiting for all equipment to arrive regarding measurement of water flow. He added that Swinbrook had been badly affected by flooding. He has asked Thames Water what capital expenditure were they putting in to stop raw sewage.

HGVs. A strong case needs to be put forward regarding the review – there are 12 months still to go. He added that Cllr Liam Walker has misrepresented the situation of HGVs

through villages. Cllr Field Johnson will refute these allegations.

## **11. CORRESPONDENCE.**

Additional correspondence has come from a resident concerned with dogs off leads on the Recreation Ground, a copy of which will be sent to all Councillors. It will be discussed fully at the March Council meeting.

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The Mayor has received an email concerning the Contractor' working on Westfield. He responded stating that this is connected to the Puffin crossing being installed on the A40. The Contractors require access and storage of equipment.

Correspondence has been received from Your Law regarding a Mr Thompson visiting Burford from Wales. He allegedly tripped on an uneven pavement in Burford High Street. The Company has been advised that it needs to address this to Oxfordshire County Council.

## **12. COMMITTEE REPORTS**

### **Planning.**

20/03364/FUL. Stonefield Lodge. Replacement of 2 storey detached dwelling (part retrospective). No objection.

21/00132/HHD. Long Wivets. 170 The Hill. Part garage conversion to form garden room. No objection.

21/03545/FUL. 16/02053/FUL. The Workshop, Swan Lane. Proposed conversion of garages into one bedroom flat and Burford Town Archive Facility. No objection.

20/02830/FUL. 20/02831/LBC. Chevrons, Swan Lane. Erection of single storey extension, conversion of existing garden store, to create self contained holiday let. Provision of additional vehicular access together with associated parking and landscaping works.

The Council **strongly** opposes this application on the following grounds:

1. It proposes substantial over-development of a small Cotswold cottage and a very small Cotswold garden.
2. The proposed conversion of the shed at the end of the garden into living accommodation will (a) encroach on the light and privacy of the neighbour's conservatory and (b) will result in a structure having a larger foot print than the existing building.
3. The creation of an additional pair of double gates will (a) require the loss of two car parking spaces and (b) involve the partial destruction of an historic boundary wall.
4. The change to the existing double gates to make them open outwards instead of inwards as they do at the moment is farcical. They will completely block the pavement and protrude significantly into the carriageway!

**Recreation Ground.** Cllr Triggs reported that work to the Puffin crossing has commenced and we have already benefited from a hard standing at the entrance to Westfield from the A40. Herras fencing has been installed and the site is secure.

Pre-school. The conifer trees have been pollarded and the canopies raised to allow more light into their play area. Their thanks to Council are recorded.

It has been noted that on several occasions the gate to Westfield from Tanners Lane is often unlocked and left open. The allotment holders will be asked to make sure this is always locked between visits to their plots.

### **Pavilion**

Cllr Taubenheim reported that the Cub Scouts have received a grant from WODC in the sum of £10,000.

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The mound of spoil by the scout hut has still not been removed after several requests. Cllr Triggs suggested that the Contractors working on the Puffin Crossing may help to spread this with their equipment.

It has been noted that one of the ground light fittings along Swynnerton Walk has become exposed. Erosion and pot holes have occurred in the Rec car park. Cllr Triggs will investigate both these issues.

### **Environment & Cemetery.**

Cllr Tunnell-Westmacott will arrange a working party to tidy up any areas around the town.

Cemetery. Cllr Higgs was thanked for carrying out a survey of available grave spaces identifying at least a further 63 available burial plots. He will continue to identify all ashes plots and add these to the survey documents. Council will build up funds to develop the top field at the Cemetery for the future.

**Traffic.** It was noted that the speed indicator sign at the top of Tanners Lane was not working. Don Griffin will be advised.

### **13. ANY OTHER BUSINESS**

Cllr Cotterill has resubmitted the application for extending Guildenford car park.

Cllr Palmer asked about road strips across Lower High Street. These are for monitoring HGVs.

The dilapidated state of the former 'Hacketts' is deteriorating badly. We have had very little response from Planning to date on this building. Therefore, the Clerk will approach Tara Hayek at WODC in the hopes of obtaining a 'preservation order'.

Councillors said some serious future planning would be required for the succession of Councillors, Mayor or Deputy Mayor when any step down or retire.

It has been noted that when land floods in parts of Witney Street the water seems full of foam. Cllr Taubenheim will take photographs and forward to Ashley Smith at WASP for his comments.

Stickers have been placed on all refuse bins from the flats in Priory Lane identifying the flat number. This has vastly helped to improve the area.

Rubbish bags from the B & B are again accumulating by the war memorial. Cllr Taubenheim will appeal to the owners of the B & B asking them not to put any rubbish bags out before the collection date.

It is noted that the public conveniences in the High Street are serviced regularly and are

extremely clean.

A letter of thanks will be sent to the retired Chairman of the Burford Allotments Association Robert Hodgson, for his service over the past 7 years and to Charlie Williams MBE for his 42 years service with the Fire & Rescue Service.

**14. CHARITY MATTERS.**

The refurbishment of the Tolsey will be an item for the March meeting. John Yeatman & Cllr Cohen will liaise regarding specification and tenders.

