

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

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. John Blackburn.

1. MINUTES. Resolved: That the minutes of the Council meeting held on 3 February 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.

Burford pathway survey. This was carried out at the end of February, the Clerk will ask for a report on the survey from Gary Wilcox OCC.

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 Higgs declared an interest by way of receiving reimbursement in the sum of £23.50 for black armbands.

5. OTHER MATTERS FOR DISCUSSION.

A.G.M. This will not be held publicly due to Covid 19 restrictions. All Committee reports will be in the May edition of The Bridge magazine.

Face to face Council meetings will not be held until after 10 May; however restrictions may remain in place and so Council decided to continue holding Zoom meetings until further notice.

Dr R Hall. Dr Hall presented a paper setting out alternative routes for vehicles through Burford including HGVs with a through traffic free zone. Discussion took place and a number of views were expressed. Councillors decided not to be involved with such a major project and in their judgement, the Town would not want it. Cllr White will respond to Dr Hall accordingly.

6. SHILTON ROAD REPORT. Cllr Bush reported an update and an email from John Blackburn which was circulated to Councillors. A positive site meeting was held with the SRRA and John Exley the Highways Engineer who will, with his team, follow

up on all concerns.

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There are several unanswered questions which include footway repairs and who, between the Contractor & Services is responsible for re-instating them to their original state. SRRA will continue to pursue all matters with Burford Town Council's backing.

7. REVIEW OF ADOPTED POLICIES. The Council reviewed the following documents and confirmed that they had adopted and are using the latest versions:- Model Standing Orders 2018, Model Code of Conduct 2018, Model Financial Regulations 2019. In 2020 there was a consultation of an updated Code of Conduct but to date no new version has been issued. The Privacy Policy for the Council was reviewed and is up to date.

8. TREASURER'S REPORT

The RFO reported that a physical check of the asset register has been completed. Waste bins owned by WODC have been removed, a large number of bench seats have been added, location details improved.

The updated CCTV/ANPR equipment will be added to the Insurance Schedule before renewal.

March payments are listed for approval. BTC has Specific Powers or General Powers for all payments.

Payments

Cotswold Connect Ltd (HGV,CCTV & IR equipment)	28. 80
WODC Cemetery Council Tax	00. 00
Mrs M Andrews	904. 70
Mr D Buckland (S/O)	1256.28
J Yeatman	374. 40
Mr P Denning (HGV)	501. 20
HMRC PAYE	578. 10
Nest Pension	65. 52
A Grotex, office cleaning.	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT Business bill	58. 06
Southern Electric (Tolsey)	823. 56
Southern Electric (Pavilion)	100. 95
Margaret Johnson Stationers	132. 00
A K Timms	148. 72
Ricoh Photocopier rental	69. 03
CPRE annual membership	36. 00
M Andrews (home telephone costs)	18. 40
Peter Denning admin expenses	34. 62
Cllr P Higgs reimbursement.	23. 50

D Buckland petrol costs	15. 00
Castle Water Recreation ground	22 .70
The above were passed for payment.	

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9. MAYOR'S REPORT

New Play Park. No further news to date. Cllr White to chase.

10. HIGHWAYS . WODC REPORT

Cllr Cotterill reported that WODC has voted through a balance budget and Council Tax bills will soon be arriving. What happens from now is unpredictable; drawing on reserves has been forecast as well as borrowing. WODC has been debt free up to now but that could change dramatically in the future. For a target budget of £12m per annum £2m is withdrawn annually from reserves and 5% added to Council Tax each year. As UBICO is a TEKAL Company owned by the four Publica District Councils, those District Councils are obligated to purchase and own the vehicles used by UBICO.

Planning. WODC are objecting to the loss of two vehicle parking spaces in Swan Lane where Chevrons is being refurbished and a third double aperture in the wall is part of the plan to serve a garden bedroom with no toilet. Anyone needing to use the toilet will have vehicles parked in the garden between them and the house toilet.

All District Council meetings are still being conducted on Zoom until 7 May but moves are afoot to extend this legal date.

10. OCC REPORT.

Cllr Field-Johnson's report was circulated to Councillors. It included balance budget approval, dedicated investment in services, Council Tax proposals. A 1.99% rise in basic Council Tax will take place from April plus an extra 1% which would be required to be spent on adult social care under national rules making a total of 2.99%.

Central Government has provided additional funding to OCC of £72m to date for the year 20/21 with the total funding for all Oxfordshire's six councils of £300m. The additional funding has helped OCC and other Councils in Oxfordshire to support residents throughout the pandemic.

Over the coming decade OCC is investing £260m in schools, £617m in major infrastructure projects, £338m in highways improvement, £70m in property improvements, £9m in vehicle equipment replacements. A total of £1m long term funding would be invested in expanding the youth services in Oxfordshire. An additional £500,000 of one-off acceleration funding will also be provided to develop sustainable long term approaches and help tackle the impacts of the pandemic on young people. An extra £400,000 is proposed for highway maintenance focused on additional resource for vegetation and drainage clearance plus supporting the roll out of a trial currently being undertaken enabling Parish Councils to implement a 20mph scheme in their villages.

12. CORRESPONDENCE.

Additional correspondence has been received regarding the matter of dogs off leads on the Recreation Ground. The number of dog walkers allowing their dogs off leads is high. The Council will seek advice from WODC regarding a Public Space Protection

Order, meanwhile we will invest in better signage to encourage dog owners to use Westfield where dogs can be off the lead.

13. COMMITTEE REPORTS

Planning.

21/00204/HHD Walnut Tree Cottage, Swan Lane. Conversion and increase in height of the roof of existing detached double garage.

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Addition, of an external staircase to first floor terrace to provide ancillary accommodation to the main dwelling. Subject to the velux windows on the north side becoming dormer windows, Councillors had no objection.

21/00115/FUL & 21/00116/LBC. Lloyds TSB Bank, Sheep Street. Internal and external works to convert ground floor and part of first floor of former bank to create self contained living accommodation including insertion of additional first floor window in side elevation and removal of strong room to form courtyard garden together with alterations to existing garage, erection of wrought iron and railings on coping stone and associated landscaping works. No objection.

BTC's comments will be sent to the Planning Officers at WODC.

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 the Rec from the A40. The Contractors have agreed to move the pile of spoil by the scout hut which may incur the cost of a skip.

Rabbits are a cause for concern again mainly at the Bowls club.

Clanfield football team are not meeting at present but may re-start in June.

Repairs to the Rec car park are in hand.

Pavilion. No report.

Environment & Cemetery.

The narrow footpath on the river side by the white gates and 20mph signs in Witney Street is completely overgrown, resulting in walkers having to walk in the road. The Clerk will report this to Fix my Street.

Cllrs Taubenheim and Tunnell-Westmacott will organise another working party to clear weeds and tidy some areas around the town.

Cemetery. This is looking particularly good with spring flowers appearing. A Cemetery committee meeting will be convened to look at several issues to include storage of the spoil when graves are dug and checking headstones for safety.

Traffic. Results are required regarding the HGV survey recently carried out at the bottom of the High Street. Cllr Field-Johnson will investigate.

New CCTV and night vision cameras have been installed however, the night vision camera may not be working. Investigation required.

BEAT. Cllr Chandler circulated the draft plan; Councillors were asked to check and advise him of any amendments. Once this is to hand he will liaise with Nathan Crockford to finalise the document hopefully by our April meeting.

14. ANY OTHER BUSINESS.

Post Office. There have been unexpected delays.

Cllr Higgs reported that he had attended an OALC course on Finance which was very useful.

TSB are proposing a 'pop-up' branch in the Town. Cllr Taubenheim will investigate for further information.

Concern was mooted over the many air B & B's in Burford. Businesses such as these do not pay Council Tax but use all the basic facilities. It was suggested that the Council and the Chamber of Trade could request that this be a condition of planning.

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Cllr White will contact the Chief Executive, Giles Hughes at WODC to ascertain whether this would be possible.

It was noted that work is being carried out at Fulbrook Sewage works; brown foam is still appearing in the river. The Clerk will report these matters to Richard Aylard at Thames Water asking him to investigate

John Yeatman confirmed that the defibrillator in the High Street has been fully registered with the Ambulance Service.

15. CHARITY MATTERS.

A condition of our Insurance cover for the Tolsey requires the Fire Alarm system be regularly serviced. The Clerk will liaise with Chris Walker on this matter for clarification.

A quotation has been sought regarding exterior work to the Tolsey which will give an idea of the overall cost of the work.

Tolsey Trading. This will most likely commence once Covid restrictions are lifted.

