

**Minutes of the Burford Town Council meeting held  
7 April 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. John Blackburn. Ray Walker, Caroline Heininger. Anna Lampard.

John Blackburn of the SRRA (Shilton Road Residents Association) spoke to the meeting about enforcing terms and conditions within the s278 Highway Works Agreement. The following questions had been put to Cllr Field-Johnson.

What will OCC do to force Lion Court to finish the s278 Highway Works which were due for completion 31 May 2020?

Why has Lion Court Homes not provided OCC with a schedule for the outstanding highways works?

Who within OCC has responsibility for enforcing the terms and conditions within the s278 Agreement?

What action will OCC take to secure compliance by Lion Court?

There is a list of outstanding/remedial works; John Blackburn asked BTC what we could do to hold OCC accountable and for securing an end date for the s278 Highway Works.

BTC responded offering robust support to approach OCC to determine who has the responsibility for overseeing and enforcing the s278 Agreement.

Cllr Field-Johnson added that this was not a straight forward matter and felt that the work should be finished and then OCC can ensure all concerns are finalised.

**1. MINUTES. Resolved:** That the minutes of the Council meeting held on 3 March 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 but the response from OCC was not very comprehensive. However some repairs have been carried out. Councillors were asked to report to the Clerk the outstanding defects so that these can be passed on to Gary Wilcox at OCC. BTC would be happy to meet with OCC and carry out a recce with them. This was mooted to Gary Wilcox who did not take up the offer. The SRRA asked if they could be included in the survey.

PSP (Public Space Protection) order. Because of many issues concerning dogs off leads on the Recreation Ground which is becoming worse, BTC have sought advice from WODC. There is only one PSP order in operation in the District at the moment, and WODC are not keen to make an order unless we could provide sufficient evidence, they

may well then reconsider.

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Air B & B's Our concerns which were mentioned in the March minutes were sent to Giles Hughes at WODC. There is a working party looking into the matter who will keep us in the loop as to developments.

**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 – BEAP (Burford Emergency Action Plan)

Cllr Higgs receiving a payment of £21.99 and £143.88 being reimbursement for Roundup & Zoom costs.

**5. OTHER MATTERS FOR DISCUSSION.**

VIC. Since we feel we may have lost the battle BTC considered whether the Library could accommodate visitor information in the form of leaflets, maps etc. Cllr Cotterill said we had a large supply of guide booklets on Burford but no outlet for them. A suggestion was made to put these in the Library, Pubs and or Hotels. Cllr White will talk to Veral Marshall.

Frontline workers day 5 July. This day is to support, remember and celebrate the NHS, Social Care and Frontline Workers. It was felt a well worded article in The Bridge would be appropriate. There will be National events with two minutes silence. It is possible this may become an annual event on the 5 July each year.

Fullers Cottage. This application has been ongoing for some considerable time due to conservation and heritage concerns. Planning Officers have not been visiting properties during the pandemic but they have now decided to approve a single storey extension only, initially the application was for a two storey extension.

**6. SHILTON ROAD REPORT.** Cllr Bush added his support for BTC to contact OCC with our concerns over the s278 Agreement and unfinished work. It was noted that several manhole covers on the Shilton Road which have been installed during the development rattle loudly as traffic pass over them. This is another matter Lion Court will need to address.

**7. TREASURER'S REPORT**

The Treasurer circulated account balances and full reconciliation of funds, and 2020/21 Receipt & Payment accounts.

2020/21 payroll has been signed off with HMRC (P60's sent to employees) and the 2021/22 payroll set up, (Brightpay licence has been purchased, amended tax codes applied and employees notified of any changes).

The audit information has been received from Moore notifying a submission deadline of

30 June 2021.

A period for the exercise of Public rights is scheduled for 3 June to 14 July. 2021.

Council approved Don Griffin undertaking the Internal Audit.

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VAT reclaim of £6095.69 for the 2<sup>nd</sup> half of 2020/21 has been submitted.

McCrackens have notified a 2% increase for grass cutting this year and this increase was approved by Council

April payments are listed for approval.

Payments

Southern Electric (Tolsey) credit	362. 92
WODC (Tolsey Business rates)	0.00
WODC (Cemetery Business rates)	112. 81
Mrs M Andrews	945. 20
Mr D Buckland (S/O)	1256.28
J Yeatman	360. 00
Mr P Denning (HGV)	399. 50
HMRC PAYE	562. 29
Nest Pension	65. 52
A Grotex, office cleaning.	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT business bill	57. 80
OALC annual subscription	282. 53
Ubico (dog bin emptying)	100. 10
WODC (dog bin emptying)	199. 58
WODC (Trade waste)	806. 26
Margaret Johnson Stationers	44. 00
Hickman Bros.	87. 83
Bridge magazine	300. 00
Villager community bus	300. 00
WASP	1000.00
Burford Community Archive	5500.00
M Andrews (home telephone costs)	18. 00
Peter Denning admin expenses	68. 94
D Buckland reimburse overalls & petrol	40. 60
Peter Higgs (reimburse Roundup)	21. 99
Peter Higgs (reimburse Zoom)	143. 88
J Yeatman (reimburse Brightpay)	118. 80
Castle Water (Rec)	22. 70

The above were passed for payment.

**8. MAYOR'S REPORT**

The Mayor reported that he had been interviewed for Country Life, and he had attended a cabinet meeting at WODC concerning the future of the VIC (Visitor Information Centre).

WODC say they will save £100,000 some of which will be spent on digital work. He also had a meeting with Gloucestershire County Council dealing with HGV's generally.

New Play Park. No further news to date.

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### **9ighways . WODC REPORT**

Cllr Cotterill reported that WODC were not doing much apart from electioneering.

The closure of the VIC is a concern and he will reply to Chris Jackson at WODC regarding the brochure they have produced which is incorrect.

With regard to Air B & B's, HMRC are studying the matter.

Councillor Cotterill said he may well leave the Planning Committee to concentrate on the Car Park application.

### **10. OCC REPORT.**

Cllr Field-Johnson's report was circulated to Councillors. It included news on the river Windrush. Burford now has its own river testing equipment, due to kind donations to the Save The Windrush Campaign. The equipment will allow the community, via WASP to trace the releases of sewage from storm drains and elsewhere into our river and provide a comprehensive picture of the scale of pollution from what is described as the routine dumping of untreated sewage in some areas.

HGVs. There have been a number of reports and misrepresentations of HGVs in our surrounding areas. During the Autumn a number of HGVs were seen in villages serving local farms. Leafield has also reported an increase in HGVs but they have been reporting this since 2018, well before the Burford HGV ban. The ban is continuing to work for Burford and our surrounding areas.

Data analysis figures for the February 2021 monitoring of HGVs are near completion.

### **11. CORRESPONDENCE.**

None.

### **12. COMMITTEE REPORTS**

#### **Planning.**

21/00535/HHD & 21/00536/LBC. The Mill Cottage, 93 Witney Street. Alterations to include changes to fenestration and roofing material from natural stone slates to Spanish blue slates to the two storey extension approved under 18/02634/HHD.

The Planning Committee initially had no objection to this application except for the use of Spanish blue slates, urging the use of Cotswold natural stone slates.

ERS License application. W21/00158/PAVLIC. Huffkins.

Cllr White reported that the application had been refused so far as chairs and tables on the pavement are concerned.

**Recreation Ground.** Cllr Triggs reported that Clanfield FC have remarked the pitches and training sessions have commenced. The work to the A40 Puffin crossing is proceeding well and should be completed soon.

**Pavilion.** A second key is required for the small changing room. Cllr Taubenheim

to action.

**Environment & Cemetery.**

All is under control in the Town and looking very tidy.

Collapsed walls continue to be rebuilt at the Cemetery. Many positive comments have been received as to how tidy and well kept the Cemetery is, thanks to our lengthman, David Buckland.

**Traffic.** The flow of traffic along the A40 will soon improve once the A40/Puffin crossing to the School has been completed.

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**BEAP.** Cllr Chandler has sent the amended plan to Nathan Crockford, we wait for feedback from him.

**13. ANY OTHER BUSINESS.**

A reminder to all Councillors was given to send their Annual Reports to the editors of the The Bridge.

The bus stop in the Lower High Street near Bumbles is no longer in use. It was suggested 2 short stay parking spaces could be made available. Further discussion required.

The Cubs and Scouts propose to hold car boot sales in May & August on Westfield.

Cllr Taubenheim to liaise with Clanfield FC to make sure there are no clashes with their fixtures.

The Mayor asked Councillors to put in writing to the Clerk nominations for Mayor & Deputy Mayor in readiness for the May election.

Future meetings. From June Council meetings will be held in the main Warwick Hall since the Council Chamber is unsuitable at present due to Covid restrictions & safety.

This will be reviewed at the end of August.

**14. CHARITY MATTERS.**

An estimate was submitted for the exterior of the Tolsey for complete refurbishment. All Councillors approved the quotation in the sum of £4,565.00. It was noted that the Rampant Cat crest needed treating with preservative at the same time. Investigation required regarding the replacement of the wooden flagpole with aluminium. Cllr Cohen to liaise with Pethers. The colour for the exterior render is under review.

Tolsey trading. This is due to commence mid April. A request from one trader to sell additional goods to those already being sold was refused on the grounds of conflict with some Burford businesses.

Tolsey Fire Detection System. Our insurance policy does stipulate that we have adequate fire extinguishers but no stipulation to have a fire detection system. However, there are conditions precedent to liability that where any premises are protected by an automatic fire alarm installation :

- (a) the installation shall be maintained in full and efficient working order
- (b) an undertaking shall be in force by trained engineers to maintain it.

After discussion Council agreed that we should have such a system and John Yeatman will investigate further. We would need to nominate a contact in the event of an alarm.



