

**Minutes of the Burford Town Council meeting on  
Wednesday 4 August 2021 via Zoom**

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**Present:** Cllr P Higgs – Mayor, Cllr M Taubenheim – Deputy Mayor, Cllr S Palmer, Cllr S Lofthouse, Cllr P Bush, Cllr D Cotterill, Cllr D Cohen, Cllr J Tunnell Westmacott, Cllr J White, Cllr S Chandler, Cllr N Field-Johnson, John Yeatman – RFO. Mr J Blackburn SRRA.

**1. MINUTES. Resolved:** that the minutes of the Council meeting held on 7 July 2021 be approved as a correct record and signed by the Mayor.

**2. MATTERS ARISING.**

Automatic Speed Indicator Sign. So far donations received toward this project amount to £50. The matter will be deferred until the September meeting, by then it is hoped more donations will have been received.

Church Green benches. In hand – waiting for final wording for inscriptions on the benches. Two matching benches will be installed on Church Green and an additional bench on The Hill.

20 mph roundels. One outstanding in Sheep Street will be changed from 30 mph to 20 mph.

**3. APOLOGIES FOR ABSENCE.** Cllr F Triggs.

**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 J White – Traffic.

Cllr M Taubenheim – Pavilion & Planning.

Cllr Higgs will receive a reimbursement payment of £90.97 for HGV admin costs.

**5. OTHER MATTERS FOR DISCUSSION.**

OCC Big Green Week & The Queen's Green Canopy.

A suggestion was made to plant a number of fruit trees on the A40/Oxford Road verge by the new crossing. OCC agree as long as we maintain them for the first three years. After that they will take them on as part of town tree care. It was also proposed that some trees are planted on the Recreation Ground. Much depends on our budget and the costs involved. Further discussion with Lucy Stavely.

Burford & Kingham Rotary club. They have offered funds for any major project we have planned. The Clerk will liaise with them; a proposal was made for a contribution toward

the Queen's Green Canopy project.

Good Neighbourhood Scheme. There are currently 18 GNS's in West Oxfordshire proving a range of help from drivers, befriending, arranging social events, shopping, collecting prescriptions and mutual aid.

‘Time Out’, a group who meet at the Warwick Hall for the elderly could work with the Council on this scheme. Cllr Chandler will liaise with them and Cllr White will liaise with Paul Ader regarding then Online Forum open to community groups. A £500 grant is available.

Jubilee Street Party 4 June 2022. It is proposed to hold an afternoon street party closing off Priory Lane. An article will go into the Bridge magazine asking all local committees and clubs to appoint a representative and support the Council in a joint venture. Marquees and Gazebos will be required. Cllr Taubenheim will approach the Scouts regarding a Beacon to mark the occasion.

## **6. MAYOR’S REPORT.**

This was circulated to all Councillors. The Mayor attended a Teams meeting with OCC to discuss their report to cabinet on the latest HGV survey. A meeting is planned with Mr Blackburn (SRRA) to review the S278 and the RSA3 safety report. He also has a meeting with Mr Blackburn and Adrian Cosh, Lioncourt Homes Construction Director.

Since this report the Mayor has met with Mr Blackburn & Mr Cosh. Mr Cosh agreed to prioritise clearing the verges in Shilton Road of weeds, weedkilling and clearing the rubbish and rubble, hopefully by the end of August. Topsoil will then be added and the areas reseeded with grass, in September. Buried water stopcocks and fibre points must be located before adding top soil.

## **7. TREASURER’S REPORT**

The Tolsey meter readings are now being submitted to SSE to accurately monitor usage.

A Valuation questionnaire for the Tolsey has been submitted to VOA.

Further updates to the Asset register have been recorded following clarification of ownership.

### **BTC Payments:**

Peter Higgs HGV admin	90.97
WODC Tolsey business rates	117.00
WODC Cemetery business rates	108.00
Mrs M Andrews	937.20
Mr D Buckland	1258.08
J Yeatman	388.80
Mr P Denning (HGV)	966.54
HMRC PAYE	769.18
Nest Pension	65.52
Mrs James (HGV)	45.00
Anna Grotex cleaning services	100.00
Systems & Solutions (Bytesafe)	20.00
BT business bill	65.20
McCracken & Son 8 <sup>th</sup> cut	2118.00
Margaret Johnson	46.44
A K Timms	44.43
OALC (training event)	120.00
The Flying press (Colesfield admin)	201.47

Warwick Hall hire	120. 00
Petty Cash	50. 00
Peter Denning HGV admin expenses	10. 20
Jackie James HGV admin	89. 66
D.Buckland (Reimburse petrol costs)	15. 11
Castle Water Rec	23. 87
<u>Tolsey Charity payments:</u>	
Mr R Agg Tolsey refurbishment	1700. 00
Mr R Agg “ “	2000. 00
P Meecham clock repairs	525. 00

The above were passed for payment.

### **8. SHILTON ROAD REPORT.**

SRRA have decided to be included in the grass cutting schedule for Burford town. Before any decision is made it is imperative that all verges along Shilton Road are put back to their normal condition before any undertaking. The square meterage needs to be worked out so that quotations can be sought in readiness for next year's contract. The agreement between us and OCC needs reviewing and since we are their agents a realistic grant needs to be obtained from them.

Once we know the final cost of including this in our schedule an informed decision can be made. Costs required before the budget meeting in November.

### **9. O.C.C. REPORT CLLR FIELD JOHNSON.**

Windrush river. The river testing equipment has shown no increase over the summer of further pollution; however it will take 10-15 years to return the river to its natural state based on no further sewage in the winter months being added to the Windrush.

HGV campaign. An interim review recommended that the Weight Limit should remain in place until the final 18 month review in January 2022. In Burford, the report showed that there had been a 70% reduction in 3-axle and 5-axle vehicles with little evidence that they were using our villages as rat runs. 2-axle vehicles remain the same mainly due to the increase in Covid related deliveries. The main point is that they are below the 7.5 tonne limit and are mainly local deliveries.

OCC Covid update. In the 7 days up to 23 July there had been a total of 2,044 confirmed new Covid cases in Oxfordshire. Cases in the over 60's have increased from 116 to 119. All the latest figures can be viewed on OCC's COVID-19 dashboard. Key protections remain in Oxfordshire and the basic precautions remain an important guide to making socially responsible choices to stop the virus spreading. Travel advice can be found on the Government website.

### **10. WODC REPORT . CLLR COTTERILL**

WODC are now holding physical meetings and a full council meeting was held in the Council Chamber at Woodgreen.

WODC has been debt free in the past and financed its capital programme from internal sources. That era has come to an end following the pandemic and in future the capital programme will have to be financed from borrowing. That means interest payments will now become a factor.

There are no dates yet for the Guildenford Car Park application to be heard at Committee nor for the Coles Field application.

The Guildenford car park application is attracting opposition, but no letters of support have been submitted.

The project is for the benefit of the Traders on the High Street who will suffer most when the Warwick Hall gets back into action. The EA and Historic England have objected in principle so on that basis the project is likely to be refused.

A recent wedding caused problems as the car park was almost full when guests arrived, some had to park in Sheet Street and Witney Street as did visitors. Comments and complaints were received from residents about parking congestion.

Residents often ask for dedicated parking

Little progress has been made regarding the repair or action for 11 High Street formerly Hacketts which is showing clear signs of decay.

Likewise, nothing has happened regarding 20 Taynton also in decay. It appears Conservation in West Oxfordshire is ineffective.

## **11. CORRESPONDENCE.**

A request has been received from a resident on The Hill for access into the Rec to enable tree contractors to grind out tree stumps. This was approved.

A written complaint has been received from Mr Chapman regarding a conversation between him and Cllr Higgs regarding bins left out in Witney Street. This resulted in an elderly resident having to go into the road on her mobility scooter which caused a problem with a motorist. Whilst we appreciate it is not always easy to move bins back after they have been emptied the public footpaths do need to be kept clear. A response will be sent to Mr Chapman.

## **12. COMMITTEE REPORTS**

### **Planning.**

A pavement licensing application W/21/0586/PAVLIC has been received from Shake & Snack Ltd, 83 High Street. Council had no objection as long as the street furniture does not impede the pathway to pedestrians.

Burford School. 21/02253/FUL. Installation of two temporary classrooms. No objection.

Land East of Barns Lane. 21/02343/OUT. Outline planning with all matters reserved for up to 141 assisted extra care residential units and up to 32 affordable housing units.

The Council have responded fully being unanimously opposed to the proposals contained in the application. Flyers have been delivered to all houses in Burford urging residents to send their comments to [joan.desmond@westoxon.gov.uk](mailto:joan.desmond@westoxon.gov.uk).

**Recreation Ground.** None.

**Pavilion.** The Youth club have used the facility for a rounders session and plan to hold another in September.

### **Environment.**

Cllr Tunnell-Westmacott reported that generally the town looked tidy. An additional post needs adding to Church Green; a report has been received that a 4 x 4 vehicle is parking on the grass edge.

Thanks are noted to Mr Mustoe for helping to clear thistles and weeds from areas in the town for which is very much appreciated.

**Cemetery.** The Cemetery is in good order and a committee meeting will be arranged for September.

**Traffic/HGV monitoring costs.**

Council agreed to cover the cost of monitoring Burford for one week, namely £5375 on condition that all information is made available to us. It has been suggested that the monitoring should take place over two weeks. Burford Council do not consider that to be necessary but if OCC want to do so we will make it clear that we will only cover one week of costs.

**BEAP. (Burford Emergency Action Plan)**

The document needs expanding with more detail and supporting information which would benefit the community. Proposals are:

- a) identify within the plan and organization a point where members of the teams will meet and agree how to proceed.
- b) identify a site within the town where locals can congregate or make contact during an emergency such as a power cut or water shortage. This could be an easier method of identifying vulnerable people by providing food, water, information etc.
- c) currently the volunteers are not allocated into teams or roles. It may be sensible to appoint a lead.
- d) holding 6 monthly or annual meetings with all members named within the document allowing an easier method of updating the document and adding volunteers to the roster..

Further discussion required.

**13. ANY OTHER BUSINESS.**

Windrush Valley Traffic Action Group (WiVTAG). This group represents and has unified the commercial, safety and environmental interest and concerns of 14 Parish and Town Councils; 51 Haulage and Transport companies and several farms in an area of over 100 square miles around Burford. They will present a constructive appeal document against the Burford experimental TRO at the Cabinet meeting on the 29 July.

Council felt that we need to define the issues raised and arrange to meet with the WiVTAG. Cllr White to action.

Bonfire Night. It has been proposed to hold a bonfire night without fireworks. There is no one available to control and light fireworks in a safe manner. However, this has always been a successful community event; further discussion will take place regarding a decision.

Warwick Hall. Cllr White will write to the Vicar, PCC and Church Wardens at the Parish Church regarding the proposed future management of the Warwick Hall. At present it is to be open only between 9 am and 5 pm with users setting up equipment, due to staff shortages. This is a community hall and the Council will urge those concerned to re-think their proposals.

Finger posts. Some signs are pointing in the wrong direction. Cllr Taubenheim will carry out a recce so that this can be rectified.

VIC. The Museum is to be a location for Visitor Information 7 days a week. An appropriate 'i' sign will be erected outside the Tolsey.

The HGV sign on the A40 opposite the School is down. OCC are aware of this and will erect this as soon as possible.

It was suggested that when Burford School starts the new term, the new Head of Burford school be invited to meet Cllr Higgs. All agreed.

The Mayor reminded all Councillors to read their emails and minutes, replying where necessary and keeping the Town Clerk copied.

**14. CHARITY MATTERS.**

The Tolsey. Major refurbishment has taken place at the Tolsey. The 1904 wooden plaque is rotten and will be replaced with the carved lion in Portland stone. The clock and bell are being repaired and cleaned and will be back in place as soon as possible.

Nomination of Trustees for the Cheatle Collection Trust.

Rather than one person having this role, it was proposed that the representative should be an institution. Council agreed that Burford Tolsey Museum & Archive be the appointed body.



