

**Minutes of the Burford Town Council meeting on  
Wednesday 6 April 2022 at 7pm held via zoom**

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

**1. MINUTES. Resolved:** that the minutes of the Council meeting held on 2 March 2022 be approved as a correct record and signed by the Mayor.

**2. MATTERS ARISING.**

Jubilee Street Party. Councillors Cohen, Rushton, Palmer, Bush all agreed to help on the actual day as well as those already on the committee.

Play Park/Recreation Ground. Awaiting proposal of outline landscaping from Max Askew.

Service to Burford medals. Councillors to vote for four from the list of nominations and advise the Town Clerk. Those receiving a medal will be announced at the next Council meeting on 11 May 2022.

**3. APOLOGIES FOR ABSENCE.**

Apologies were noted from Maggie Andrews – Town Clerk due to covid.

**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 Triggs - Recreation Ground

Cllr Taubenheim – Pavilion & Planning

Cllr White – Traffic

Cllr Cohen – BEAP.

Cllr Higgs declared an interest regarding reimbursement payment £59.99 for lengthsman sundries.

**5. OTHER MATTERS FOR DISCUSSION.**

NALC. (National Association of Local Councils). They have asked if there are any matters for improvements we wish them to address. After discussion it was noted that the Association already cover our needs.

Notice Board. It has been suggested that the Council should consider adding a further notice board for the town. After discussion it was decided to ask Sally Coulter if she would agree to putting specific notices in her window especially concerning funeral notices. Action Cllr Cohen.

Bollards on The Hill. OCC have quoted £986 to install new bollards to replace all those that have been damaged. All in agreement. Cllr Higgs to authorise and contact OCC to install as soon as possible.

**6. MAYOR'S REPORT.**

The Mayor reminded those who have not already done so to send in their annual reports by the end of this week. They will be on our website and circulated at the AGM on 27 April.

All zoom decisions from this meeting will need to be confirmed at the next Council meeting.

The Mayor attended a 'Chairs & Mayors' meeting which he found very useful. Often planning applications come in after our monthly Council meeting where planning decisions are considered. The Mayor suggested that the planning committee meet mid month, the first meeting being 21 April at 7pm.

**7. ANNUAL TOWN MEETING.**

This will be held in the Warwick Hall on Wednesday 27 April at 7pm. Reports will be available on the website and at the meeting. The meeting will take the form of a Q & A session.

**8. TREASURER'S REPORT**

The treasurer circulated draft year and expenditure vs budget figures, a full explanation of the figures will be in the audit notes being prepared.

The 2021/22 payroll has been signed off with HMRC (P60's have been sent to employees), 2022/23 payroll has been set up using Brightpay.

The audit information has been received from Moore UK notifying a submission deadline of 30 June 2022, a period for the exercise of Public Rights is scheduled for 6 June to 15 July 2022.

Don Griffin will be approached to undertake the internal audit. Council approved. The VAT claim has been submitted in the sum of £6153,44 for the second half of 2021/22.

**BTC Payments for approval:**

Compare Containers (Rec store)	2850.00
R Kempe (Street party face painter)	100.00
SSE Tolsey	754.17
Westfield Advertising (Jubilee gifts)	378.41
WODC Tolsey business rates	207.85
WODC Cemetery business rates	122.53
Mrs M Andrews	966.00
Mr D Buckland	1258.08
J Yeatman	432.00
HMRC PAYE	529.03
Nest Pension	65.52
Anna Grotex cleaning services	100.00
Systems & Solutions (Bytesafe)	20.00
BT business bill	61.16
Margaret Johnson	151.36
A K Timms	TBC
OALC training course	132.00
Ubico Dog waste	50.05
WODC trade waste	858.00
Vaughtons service medals	TBC
Signway Ltd (HGV)	19,416.00
Petty Cash	25.00

Castle Water Rec	23. 87
P Higgs reimbursement	59.99
J Buckland	30. 00
J Yeatman reimbursement Brightpay	175. 80
The Bridge magazine donation	500. 00
Villager Bus donation	300. 00
Zoom meeting costs	143. 88

The above was approved and passed for payment.

#### **9. SHILTON ROAD**

Although weed treatment has been applied to verges there is still a long way to go in reinstating these to their original state.

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

There is no written report but Cllr Field-Johnson reported Duncan Enright is open to meeting us regarding the HGV situation agreeing that Burford has a problem which is not a dead issue! The Mayor will liaise with Mr Enright to arrange a meeting.

It has been noted that IDS lorries continue to come through Burford allegedly at speed. We will investigate through CCTV cameras.

#### **11. WODC REPORT . CLLR COTTERILL.**

Cllr Cotterill will be attending his final Finance and Management & District Council meeting and then retire as District Councillor.

He is still pursuing the matter of rundown properties, i.e. 121 High Street, formerly Hacketts and 20 Taynton adding that WODC's record on conservation & heritage assets is appallingly bad.

A vote of thanks was given to Cllr Cotterill from fellow Councillors for all his hard work, he will be greatly missed.

Cllr Field-Johnson left the meeting at this point due to another meeting.

#### **12. CORRESPONDENCE.**

A letter has been received from a resident in Priory Lane objecting to the proposed loading bay that the Midcounties Co-op have requested and who are in discussion with OCC. Council have noted the resident's comments.

#### **13. COMMITTEE REPORTS**

##### **Planning.**

22/00604/HHD. Donnington House 183 The Hill. No objection.

22/00690/S73 Tansley Farm. (19/03151/FUL). No objection.

##### **Recreation Ground.**

It has been reported that there are some issues between the Football club and McCrackens regarding grass cutting. After discussion this was resolved.

The back pitch is still not meeting the required standard due to rabbit damage.

Thames Water have acknowledged our concerns over the rabbit problem on their site and agreed to address it. This needs chasing up. Action Cllr Tiggs.

John McLaughlin has asked if he could mark up Westfield for a juniors pitch.

After discussion Council all agreed that Westfield should remain an open space and for dog walkers.

We are still waiting information on the pruning of trees which are in the sight line of a microwave dish used for emergency services.

The delivery of the container to house the FC mower is imminent.

Cllr Triggs is stepping down as Councillor which will open up a Recreation Ground Chairman vacancy.

**Pavilion.** Quotations awaited for the repairs/refurbishment to the front timber of the Pavilion.

It has been noted that footballers are entering the Pavilion in muddy boots and have on occasion left lights on and doors unlocked. Cllr Taubenheim will address this with John McLaughlin.

**Environment.** Concern has been mooted over the mess and rubbish outside the Cotswold Arms in Priory Lane.

It has been noted that an archway with artificial plants has been installed over the front door of a property in Lower High Street. Council felt this was not in keeping.

The proposal for the wild flower area at the site of the new orchard on the A40 is in abeyance for the time being. Cllr Palmer will keep us posted of developments.

The orchard is being watered by residents.

The oak tree at the junction of the A40 and Shilton Road is being watered also by a resident.

**Cemetery.** More drystone walls have collapsed. David Buckland will rebuild these. A working party has been convened for Tuesday 12 April to remove debris which accumulated after the recent gales.

**Traffic.** The new 20 mph sign is having a positive effect on the speed of traffic. After the elections we will pick up on the HGV campaign. There are funds in the account and a decision needs to be made as to whether we return money back to those who contributed or whether we ask if they are prepared for us to hold the funds in readiness for another campaign. Shipton under Wychwood and Chipping Norton are very much on our side; it was generally thought a good idea to have them alongside when meeting with Duncan Enright.

Once the new Council has been appointed proposals will be put forward as to possible solutions.

Some of the initial HGV signage which has already been removed is in our storage.

**BEAP. (Burford Emergency Action Plan)** This is now 95% complete. The question was asked 'are we a working party or a controlling party?' Once this is determined a meeting will be convened with Nathan Crockford, including Bill Oddy in the circulation of the final document.

#### **14. ANY OTHER BUSINESS.**

McCrackens are quoting for the canopy to be lowered on three yew trees in the closed Church yard. A cherry picker will be required and permission from Nick Dalby at WODC. If agreed, the work will be carried out soon or in August.

Thanks were mooted to Cllrs Triggs and Bush for their service as Councillors. Both are standing down and will be greatly missed.

Cllr White reminded those standing for re-election need to get their biographies to him for the flyer.

The question was asked whether the old Cottage Hospital was in use. It was thought it was, by the Contented Demetia Trust.

The Clerk to again ask OCC if the speed limit could be reduced from Whitehill at the A40 junction to Witney Street.

Cllr Taubenheim reported a great success when organizing and presiding at the Colliers Charity, bread giving to the Primary school pupils.

It was noted that catalytic convertors are being removed from vehicles especially in Guildenford car park.

Mr Perryn Bruce is now our official 'Super User' for Fix my Street issues. This means he is our 'ears and eyes' for the area Highways Officer flagging up pot holes and kerbing repairs amongst other problems which require fixing.

**15. CHARITY MATTERS.**

Trustee details have been updated for the Thomas Collier Charity.

The Tolsey Charity account balances and full reconciliation of funds was circulated to Councillors.

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