

**Minutes of the Burford Town Council meeting on  
Wednesday 11 May 2022 at 7pm**

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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 Rushton, Cllr J Craven, Cllr P Bruce, Maggie Andrews - Clerk Cllr N Field-Johnson, John Yeatman – RFO.

**1. ELECTION OF MAYOR AND DEPUTY MAYOR.**

Cllr Higgs agreed to stand for a further year in office as Mayor. He was proposed by Cllr Westmacott and seconded by Cllr Cotterill. All were in favour.

Cllr Taubenheim agreed to stand for a further year in office as Deputy Mayor. He was proposed by Cllr Palmer, and seconded by Cllr Cohen. All in favour.

**2. MINUTES. Resolved:** that the minutes of the Council meeting held on 6 April 2022 be approved as a correct record and signed by the Mayor.

**3. ELECTION OF COMMITTEES.**

Cllr Rushton agreed to stand as Chair of the Recreation Ground committee and agreed to be a member of the Finance committee.

Cllr Craven agreed to stand on the Pavilion committee.

Cllrs Bruce & Westmacott agreed to join the Traffic committee.

Cllr Bruce agreed to stand on the BEAP committee.

All were in favour.

**4. ELECTION OF OFFICERS ON OUTSIDE ORGANISATIONS**

Museum & Archive committee. Cllr Cohen Vice Chair, Cllr Taubenheim. Agreed.

School Foundation Governors. Cllr Cotterill. Agreed.

Burford Charity Trustees. Cllrs Cohen & Westmacott. Agreed.

BUSWF. Cllr Westmacott. Agreed.

**5. REVIEW & ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS.**

The Policy Register was circulated to all Councillors and the current policies were adopted. All in favour.

**6. MATTERS ARISING FROM THE MINUTES.**

The April council meeting was held via zoom and so the following matters were agreed.

To accept OCC's quotation for installing damaged bollards on The Hill - £986.

To agree that Don Griffin carry out the internal audit.

To agree that Westfield should remain as a dog walking field and not used as a football pitch, as requested by the current Football Club.

Current matters. Jubilee Street party. All arrangements are in hand. The Co-op have kindly given a voucher of £100 towards the event.

Council decided not to install a further noticeboard in the town. Sally Colter has agreed to put funeral notices in the Post Office window.

Thames Water. Cllr Higgs agreed to follow up with Thames Water the matter of rabbits coming across to the Rec from their field in Tanners Lane causing problems for the football teams.

Pavilion quotation. To replace the front of the building with cedar £6817, or shiplap £4432. It is thought grants may be available. Further discussion required.

Cotswold Arms. Cllr Taubenheim agreed to approach the manager about clearing and cleaning the area in Priory Lane where beer barrels and rubbish is accumulating. It is an eye sore to residents and tourists and will need to be completely cleared in time for the Street party.

Whitehill to Witney Street. It has been suggested that the speed limit be reduced from the A40 (60 mph) to Witney Street (20 mph). OCC & TVP have made several comments i.e. speed data/surveys would need to be carried out. Council agreed to pursue the matter further.

#### **7. APOLOGIES FOR ABSENCE.**

Apologies were noted from Cllr White & Cllr Ashton.

#### **8. 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 Rushton - Recreation Ground

Cllr Taubenheim – Pavilion & Planning

Cllr Cohen – BEAP.

Cllr Higgs declared an interest regarding reimbursement payment for Microsoft £79.99 and Street party sundries £75.74.

Cllr Cohen declared an interest regarding reimbursement payment for Street party sundries £174.77

#### **9. OTHER MATTERS FOR DISCUSSION.**

Wildlife & Countryside Act 1981 application. Upgrade of a footpath to a bridleway and addition of two bridleways in the Parishes of Burford & Westwell.

Council felt the two proposal which affect us should not be approved for upgrade to bridleways as the draft determination proposes. The proposal south of the A40 does not affect Burford so Council agreed with the draft determination to upgrade to a bridleway. The Town Clerk will respond accordingly.

High Street outside seating. Following this matter being raised by a resident at the Annual Town meeting by a resident concerning the obstruction which some of the seating causes, Cllr Taubenheim agreed to approach those in question and advise them about leaving space on the public footpath so as not to impede pedestrians. Burford depend on pavement coffee culture which attracts visitors & tourists to the town. All business in this category require an annual licence although it is thought some have not applied. A Chamber of Trade meeting is imminent; Cllr Taubeheim will raise this issue with the committee.

Warwick Hall. Emanating from the Annual Town meeting it was suggested a ‘user group’ between BTC and the Church be formed to discuss how best to improve several issues, which include the sound system and general organization of the Warwick Hall. A meeting will be arranged between The Mayor & Revd. Tom Putt.

V.I.C. Visitors are enquiring whether there is a Visitor information office in Burford. Lots of information is now held at the Post Office and the Book shop.

The Museum also has information booklets etc. but is not open all the time.

Seat on The Hill. A resident has removed a memorial seat on The Hill and placed it in another area on The Hill. The seat had been donated by a member of the public. Our local PCSO has been advised and the seat will be put back in its original place.

#### **10. MAYOR'S REPORT**

Cllr Higgs chaired the Town meeting in the Warwick Hall on 27 April. He also met with Peter Martin & Cllr Cohen to hear ideas for promoting Burford through the Archive, Museum and the Burford & District Society by using the internet and smart phones. The Mayor is due to meet Duncan Enright on 10 May to discuss reducing the number of HGVs through Burford.

It was noted that an HGV had turned left out of Swan Lane onto The Hill knocking a large corner from the top of a property at that junction. The matter has since been taken up with OCC who have suggested a bell bollard could be placed on the corner. After discussion Council decided against this measure but will advise the owner of the property to pursue the matter directly with OCC.

#### **11. TREASURER'S REPORT**

The treasurer reported the 1<sup>st</sup> half of 2022/23 precept of £40,368 has been received.

The VAT reclaim of £6153.44 for the 2<sup>nd</sup> half of 2021/22 has been received.

The re-declaration of Compliance has been made with the Pension Regulator.

The Annual Governance & Accountability Return (AGAR) internal audit for 2020/21 has been undertaken by Don Griffin. There were no issues found.

The AGAR Annual Governance Statement 2021/22 (Section 1) was previously circulated. The Statement was discussed and approved.

The AGAR Accounting Statements 2021/22 (Section 2) were previously circulated.

They were discussed and approved.

The 2021/22 Unaudited Statements will be posted on the website along with the Notice of Public Rights, commencing 3 June until 14 July 2022.

#### **BTC Payments for approval:**

Burford PCC room hire.	40.00
SSE Tolsey	97.93
SSE Pavilion	155.58
OCC (Hill bollards)	986.00
WODC dog bin emptying	201.78
WODC Tolsey business rates	207.00
WODC Cemetery business rates	125.00
Mrs M Andrews	1014.75
Mr D Buckland	1291.29
J Yeatman	570.10
HMRC PAYE	630.29
Nest Pension	69.78
Anna Grotex cleaning services	100.00
Systems & Solutions (Bytesafe)	20.00
BT business bill	65.20
SSE Tolsey	144.41
BHIB Insurance	3624.67

McCracken & Son	2362. 25
Margaret Johnson	71. 84
A K Timms	67. 64
OALC training course	66. 00
Jugglers Ltd (Street party)	390. 00
Flying Press (Coles Field)	439. 76
Burford PCC room hire	75. 00
OALC training course	66. 00
Signway Ltd (HGV)	3324. 00
Petty Cash	30. 00
Castle Water Rec	23. 87
P Higgs reimbursement	79. 99
J Yeatman reimbursement	39. 99
P Higgs reimbursement Street party	75. 74
D Cohen reimbursement Street party	174. 77
<u>Tolsey Charity payments:-</u>	
Ivor Lavers Tolsey roof	60. 00
M Taubenheim (Colliers bread charity)	49. 08
The above were approved and passed for payment.	

**12. SHILTON ROAD**

Work has commenced reinstating the grass verges but not effectively. OCC are monitoring the situation but seem to take little action, meanwhile John Blackburn & Cllr Higgs will chase this as a matter of urgency.

**13. O.C.C. REPORT CLLR FIELD JOHNSON.**

A complete report is available on request. Matters from Cllr Field-Johnson's report included his meeting with Duncan Enright and BTC to discuss options on how best to move forward on Burford's HGV ban.

After an Ipsos survey ahead of local elections, 50% of people believe the condition of roads and pavements should be the top priority for councils.

The LibDem councillor successfully moved a motion at a meeting of full council stating that one gender inclusive bathroom should be installed in every public building owner or operated by the Council. The topic was far too complex for a short council debate.

OCC has been working with Asylum Welcome to ensure that both hosts and Ukrainians have access to a network of support. OCC is proposing to expand community liaison officer resource available to each district and the City to coordinate.

School places are being found for Ukrainian children. OCC are working hard to ensure that places are offered as close as possible to where guests are living.

The government has recently published some guidance to help primary health care professional assess and address the health needs of Ukrainian guests.

Website: [www.oxfordshire.gov.uk/ukraine](http://www.oxfordshire.gov.uk/ukraine). Help line +44 1865 966444

Email: [ukraineresponse@oxfordshire.gov.uk](mailto:ukraineresponse@oxfordshire.gov.uk)

**14. WODC REPORT . CLLR COTTERILL.**

The election on 5 May brought change. Hugo Ashton is the new District Councillor having been elected with a convincing majority of over 300 votes. This is therefore the last report from Cllr Cotterill.

The District Council will have a new governing body as the Conservatives lost their majority and there is no overall majority. A LibDem, Labour and Green Coalition will form the cabinet and Andy Graham will probably be the Leader of the Council. Cllr Cotterill had a few last minute requests to investigate matters concerning environmental and planning but these will now be for Hugo to progress. The District Council annual meeting will be an interesting one this year – we await the results to see who hold which positions.

**15. CORRESPONDENCE.**

An email has been received requesting the use of the Rec or Westfield for buggy fitness classes for new Mothers. More information is required before a decision can be made.

A request has also been received for the use of Westfield for a car boot sale to raise funds through sellers fees for Ukraine. Again, more information will be sought,

**16. COMMITTEE REPORTS**

**Planning.**

No objections were raised regarding the following applications:-  
22/00683/LBC & 22.00171/HHD. 35 Witney Street.  
22/01090/LBC.14 Priory Lane.

**Recreation Ground.**

Once the proposed landscape design for the Recreation ground has been received the replacement of a tree or trees where the Beech tree was felled will be considered.

**Pavilion.** The Burford Festival are hosting a Family Fun Day on 18 June. The Church youth club are holding a rounders match and picnic on the 10 July. The toilets have been refurbished.

**Environment.** Several issues have been reported to Cllr Bruce regarding pavement and road issues. These will be forwarded to OCC Fix my Street.

The epicormic growth on trees on The Hill do not look good. OCC will be contacted to see if they can make some improvements.

The quotation from McCrackens for lifting the crown of three yew trees in the churchyard has been accepted in the sum of £485.00.

**Cemetery.** A working party will meet again on 24 May at 5pm. The date of the next Committee meeting will be advised shortly.

**Traffic.** No report.

**BEAP. (Burford Emergency Action Plan)** The final document is now ready to go and copies will be distributed to Councillors

**17. ANY OTHER BUSINESS.**

It has been noted that some waste bins are overflowing. WODC has a website where this can be reported under missed bins.

Problems are still arising with the footballers parking on Westfield, leaving the gate open. This will be aired at a meeting to be convened between the Football Club, Cllrs Rushton, Higgs & Taubenheim.

A proposal to put 2 or three small planters between the bollards outside the Tosley was accepted. Cllr Taubeheim to supply drawings for approval.

Cllr Rushton has reported a damaged Thames Water pipe several times but with no action. Cllr Higgs will provide a good contact so that this can be repaired.

**18. CHARITY MATTERS**

The Tuesday Trader will not be trading during the month of June.

The Tolsey & Thomas Collier 2021/22 accounts are complete. These will be circulated in due course.

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