

**Minutes of the Burford Town Council meeting held on
Wednesday 3 May 2023 at 6.30pm**

Present: Cllr P Higgs – Mayor, Cllr M Taubenheim – Deputy Mayor, Cllr J Tunnell Westmacott, Cllr D Cotterill, Cllr D Cohen, Cllr S Palmer, Cllr J Rushton, Cllr J White, Cllr J Craven, Cllr P Bruce, Cllr S Lofthouse, Cllr H Ashton, Maggie Andrews – Clerk.

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

2. ELECTION OF COMMITTEES. All Councillors agreed to serve for another year on the various committees except for Cllr White who asked to stand down from the Cemetery Committee. All Councillors will be added to the BEAT (Burford Emergency Action Team). Cllr Taubenheim is standing down from the Museum & Archive committee, but he is happy to help when needed. Mr P Harris is removed from the Burford Upton Signet & Welfare Fund committee.

It was agreed we split the Environment & Cemetery into two separate committees and to add a Climate Change committee. Cllrs Bruce, Rushton, Cohen & Craven agreed to stand with Cllr Craven becoming Chairperson.

3. MINUTES. Resolved: that the minutes of the Council meeting held on 5 April 2023 be approved as a correct record and signed by the Mayor.

4. MATTERS ARISING FROM THE MINUTES.

Cotswold Arms. A meeting to be confirmed between Bill Oddy (Ubico) Cllrs Higgs & Taubenheim which is scheduled for June.

Coach Park. We await a reply from James Wright at OCC to our suggestion to drop off passengers in Priory Lane and then park on the A361.

Coronation Plans. All in hand. It is hoped the Chamber of Trade will put up bunting around the town. Many shops have already dressed their windows.

Car park extension. Drawings have been produced and a meeting is to be arranged between Cllrs Higgs, Ashton, Cotterill & Will Barton (WODC).

Zebra crossing, The Hill. We await information from OCC regarding match funding.

5. APOLOGIES FOR ABSENCE.

Apologies were noted from Cllr Field-Johnson & John Yeatman (RFO).

6. DISCLOSURE OF INTERESTS

The following Councillors declared a personal interest because they represent the Council as Chairperson of the following committees:-

Cllr Higgs – Finance. Also receiving reimbursement of £79.99 for Microsoft subs renewal).

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr Rushton - Recreation Ground.

Cllr Cohen – BEAP.

Cllr Taubenheim – Pavilion.

Cllr White – Traffic.

7. CLLR FIELD-JOHNSON REPORT. No report.

8. CLLR ASHTON REPORT.

Planning. Cartref. The Upland committee carried out a site visit on 20 April but the applicant's agent was not present. The applicant withdrew their application the following day. 141b The Hill. Three objections were made using false names and addresses. This is being referred to the District Fraud Officer.

121 High Street. WODC says that it does not have the resources to assist Kendal & Davies who are trying to get repairs carried out to the building.

Guilford car park. The planned traffic counts in the summer will be supplemented with 4 days of interview surveys to ascertain journey purpose. This will be used to develop a car parking management strategy and the business case for expansion. Cllr Ashton has drafted a note for discussion with Cllrs Higgs & Cotterill on flooding issues and increasing the drainage capacity. More discussion required.

Discussion took place regarding sites for EVC (Electrical vehicle charging) points in the town. Cllr Ashton to discuss further with WODC & Publicagroup.

9. OTHER MATTERS FOR DISCUSISON

Gigaclear. They are installing fibre network throughout the town. BTC are in dialogue with Gigaclear regarding the upheaval and mess being made. A walk around will be arranged with them to identify and then make sure they reinstate all damaged areas.

Cotswold Gate Play Area. The Transfer of this area is imminent. All Council agreed it should be signed by both the Mayor & Town Clerk with the Council's official seal of approval.

10. MAYORS REPORT No report.

11. TREASURER'S REPORT

The RFO stated that he intends to stand down by December 2024.

The 1st ½ 2023/24 precept payment has been received.

The Annual Governance and Accountability Return (AGAR) Internal Audit for 2022/23 is currently being undertaken by Mr D Griffin.

AGAR Acounting Statements 2022/23 (Section 1) & AGAR Accounting Statements 2022/23 (Section 2) have been circulated to Councillors. These were discussed and approved by the Council.

When the internal audit is complete the 2022/23 Unaudited Statements will be posted on the website along with the Notice of Public Rights, commencing 5 June until 14 July 2023.

Following the success of Goodman Nash reducing the Rateable Value of the Cemetery, it allowed the RFO to apply for Small Business Relief for the Tolsey Building. Re-billed documents have been received from WODC with a note to expect the refund payment shortly.

May payments for approval.

D Jackson Cemetery water supply	350.00
D Buckland reimburse petrol	30.01
WODC dog bin emptying	201.78
SSE Tolsey	1175.66
WODC Tolsey business rates	25.00
WODC Cemetery business rates	60.00
Mrs M Andrews	1006.73
Mr D Buckland	1375.15

J Yeatman	542. 70
HMRC PAYE	618. 65
Nest Pension	75. 04
Anna Grotex cleaning services	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT business bill	77. 34
McCracken & Son	TBC
Margaret Johnson	TBC
A K Timms	25. 95
Hickman Bros	28. 99
BHIB Insurance	3643. 61
I D Godden	234. 00
Castle Water Rec	40. 61
J Yeatman reimburse (MS180 chain)	30. 11
J Yeatman reimburse (Brightpay license)	142. 80
P Higgs subs renewal	79. 99
<u>Charity payments</u>	
Pyrotec lighting repairs	518. 14
Freebright (Colliers bread)	297. 49

The above was approved and passed for payment.

12. CORRESPONDENCE.

A resident has written regarding Honeycotts blocking the pavement and general street clutter. Discussion took place regarding Honeycotts original plan for tables and chairs on the footpath area. They appear not to be keeping to the arrangement - Council felt this was now a Health & Safety issue, pedestrians, wheel chairs etc. cannot pass by the seating area in safety. Cllr Ashton will take this up with WODC and discuss street trading generally. Meanwhile Cllrs Higgs & Taubenheim will arrange to meet the owner of Honeycotts and discuss the matter further.

Cllr Ashton left the meeting at this point.

13. COMMITTEE REPORTS

Planning.

23/00959/HHD. 3 Shilton Road. No objection.

Recreation Ground.

Cllr Rushton circulated her report.

Parking. Complaints have been received regarding parking on the Rec and in Tanners Lane, some of which block the road and erode the verges. This is mainly due to increased use of the parking facilities by the Scouts and Footballers. Council agreed that if extra parking was required then Westfield could be used on some occasions.

Football. The FC are trying to find alternative parking and perhaps an alternative venue for the next season.

New Playground project. WODC have withdrawn their community grant programme from which we were hoping to raise £37k.

The Crowdfunding page has been launched and letters are being sent to local businesses and local charities. We will in due course apply for the £10k lottery funding and the £13k s106 money.

Bowls Club. The Bowls had a very successful open day with overall membership up by 1/3rd. Ladies membership has tripled. The club are liaising with OCC to arrange signage at the A40 & Tanners Lane junction.

General. A working party has been arranged for 30 May at 5.30pm (weather permitting).

Grass cutting. Some issues have been raised because the Rec has not been cut in time for matches. Cllr Westmacott will discuss with the contractor.

A resident has requested more signage regarding dog fouling on the Rec. It was felt there were enough signs since more have recently been added.

Pavilion. Nothing to report.

Environment. A date for a working party around the town will be circulated in due course.

Cemetery. Dates for a working party and a Cemetery meeting will be advised. A quotation of £2,362.00 was accepted by the Council to replace the water main from the entrance to the Cemetery to the car parking area. The Cemetery will have to be closed once work commences.

Traffic. Work re-painting double yellow lines on The Hill is in hand.

Other reports. None

14. ANY OTHER BUSINESS.

It was noted that fly tipping is increasing, mainly at the Rec and cemetery car parking areas. The partly collapsed fence owned by a resident on The Hill is cause for concern regarding Health & Safety. A letter will be sent to them regarding this potential danger.

It is noted that there are large stones still lying in the river from when the bridge was damaged. OCC will be alerted.

Shared Prosperity Fund. The Chamber of Trade have been advised of a meeting at the end of May but there has not been a response from them. However, Cllr Taubenheim will attend the meeting.

15. CHARITY MATTERS

The Tolsey lighting repairs have been completed by Pyrotec Ltd.

The Tolsey & Thomas Collier 2022/23 accounts are almost complete. These will be circulated when they have been independently checked.

DRAFT