

**Minutes of the Burford Town Council meeting held on
Wednesday 7 June 2023 at 7pm**

Present: Cllr P Higgs – Mayor, Cllr M Taubenheim – Deputy Mayor, Cllr J Tunnell-Westmacott, 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. John Yeatman RFO.

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

2. MATTERS ARISING FROM THE MINUTES.

Cotswold Arms. Bill Oddy (Ubico) Cllrs Higgs, Taubenheim & Ashton met to look at the area in Priory Lane where bins and storage are kept. Bill Oddy asked the Manager of the Cotswold Arms to tidy the area. The wooden structures are to be removed and black bins instead of purple be installed. Bill Oddy identified seven businesses who need to apply for a license for outside seating. He will send an official letter to them asking them to apply for one. He will then follow this up. Some A boards are restricting the pathway. Bill Oddy is writing a report on the above including ‘A’ board placement.

Coach Park. Emails are exchanged daily between The Priory and the Mayor concerning the coach parking area and photos have been sent to James Wright at OCC Highways. Restrictions may be placed on coach lengths. The matter is becoming a high priority.

Car park extension. Proposed flood mitigation measures have been sent to WODC.

Zebra crossing, The Hill. The Mayor is liaising with James Wright at OCC. Although match funding is available we may need to find extra money in the region of £4,000. Cllr Field-Johnson has contributed £2,500 from his Priority Fund. Council agreed that we should carry out the work this year therefore we will obtain a proper quotation from OCC.

Cllr Ashton mentioned the back up traffic jams on the Burford A40 roundabout suggesting possible yellow hatch markings or ‘Keep Clear’ and whether the two projects could be done together. Gridlock also occurs from Fulbrook traffic on the High Street and into Church Lane.

Cotswold Gate play area. Our lengthman David Buckland has agreed to regularly inspect both the existing play area and the new one in Cotswold Gate. These will come under yearly inspection by Rospa. We will obtain a check list from them to make sure we are covering the necessary checks.

Council agreed to set aside £80,000 from the total amount received from Lioncourt toward the new play park on the Rec. We will need to make sure our Insurance covers the new equipment and to budget each year for future maintenance.

Gigaclear. Work is still ongoing, some verges have been reinstated or reseeded but some work has not been done very well. We will wait for the ground to settle and follow this up if necessary.

3. APOLOGIES FOR ABSENCE.

Apologies were noted from Cllr Field-Johnson & Cotterill.

4. DISCLOSURE OF INTERESTS

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

Cllr Higgs – Finance. Receiving a payment of £58.46 for Coronation tea party and £57.49 for Lengthman sundries.

Cllr Tunnell-Westmacott – Cemetery & Environment. Receiving payment of £46.00 also for the Coronation tea party.

Cllr Rushton - Recreation Ground.

Cllr Cohen – BEAP.

Cllr Taubenheim – Pavilion.

Cllr White – Traffic.

5. CLLR FIELD-JOHNSON REPORT. No report.

6. CLLR ASHTON REPORT.

Cllr Ashton assisted the WODC Exec member responsible for car parking with an initial report drawing insights from the car park surveys in the first 3 months of the year. Next steps will be meetings to decide how to strengthen enforcement of the limited restrictions that there are.

He has written to the same Exec member to request a meeting to discuss measures to increase the resilience of Guildenford car park to flooding, as well as initial ideas for expansion. The member has agreed to arrange a meeting with Will Barton and Lawrence King to discuss these ideas.

Cllr Ashton met Charlie Maynard who leads the group promoting the Carterton - Oxford railway link on the findings from the engineering study and strategic overview commissioned by OCC.

Cllr Ashton asked for any help with directing traffic when the open gardens are held on the 11 June. Westfield will be available for parking and Cllr Taubeheim will make sure the gate is unlocked and then securely locked after the event. Cllr Ashton left the meeting at this point.

7. OTHER MATTERS FOR DISCUSISON

Annual Town Meeting debrief. After a comment was made by a resident suggesting some areas of verge be left for rewilding, Council agreed to discuss the matter. After discussion Council agreed this would not be practical.

8. MAYORS REPORT

The Mayor attended the Coronation event held at the Warwick Hall which was well attended. He chaired the Town Annual meeting which was poorly attended.

As reported earlier he met with Bill Oddy and Cllrs Ashton & Taubenheim to look at A boards, pavement seating and the Cotswold Arms. Bill, Oddy will respond with the regulations on A boards, a Highway Map to establish ownership of the pavements, and he will respond to Kizzy at the Cotswold Arms with his corrective measures for the bins and the cooking vent. He will also write to the businesses in the town with the A board regulations, then follow up in a few weeks with an inspection. He will discuss the pavement seating with Andrea Thomas, the licensing officer.

9. TREASURER'S REPORT

The internal audit was undertaken by Mr D Griffin on 5 May.

The Annual Governance & Accountability Return (AGAR) for 2022/23 has been submitted to Moore Auditors.

The period of inspection by the public is scheduled to start 5 June.

Accounts & finance information has been posted on the BTC website.

WODC have refunded the Business Rates for the Tolsey back to 2018 following the application for Small Business Relief.

Lioncourt Homes have paid the LEAP commuted sum (index linked) for the S106 agreement.

June payments for approval.

Goodman Nash (Business rates recovery)	5511. 48
OALC Cemetery management course	132. 00
D Buckland petrol & PPE reimbursement	40. 92
Hugo Lovage Coronation cake	100. 00
J Tunnell Coronation tea party	46. 00
P Higgs Coronation tea party	58. 46
Castle Water	52. 45
WODC Tolsey business rates	0. 00
WODC Cemetery business rates	60. 00
Mrs M Andrews	1114. 39
Mr D Buckland	1375. 15
J Yeatman	447. 00
HMRC PAYE	640. 43
Nest Pension	75. 04
Anna Grotex cleaning services	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT business bill	94. 56
SSE (Pavilion)	48. 14 (credit)
McCracken & Son	
Margaret Johnson	49. 60
A K Timms	350. 72
Hickman Bros	27. 76
Ricoh photocopier	39. 92
David Jackson Cemetery water pipe	2200. 00
Executive Safety Solutions (Fire extinguisher maintenance)	91. 56
Burford PCC (WH hire)	66. 00
Petty cash	25. 00
Castle Water Rec	40. 61
P Higgs Lengthman sundries reimbursement	57. 49
<u>Tolsey Charity payments</u>	
Ecclesiastical Insurance (Tolsey)	1653. 19

The above was approved and passed for payment.

10. CORRESPONDENCE.

A resident has written regarding an overgrown tree in the Lower High Street which is very overgrown and cutting out light from properties and also a missing bollard from outside the Cook Shop. Both will be reported to OCC.

A resident has questioned the untidy pavement seating in Burford and 'A' board clutter. This matter has been addressed; details minuted in the Mayor's report.

13. COMMITTEE REPORTS

Planning.

23/01085/LBC. 29A Lower High Street, Burford. No objection.

23/01028/FUL. Burford Comprehensive School. No objection.

23/01194/FUL. Tansley Farm, Shilton Road. No objection.

23/01249/LBC. Bury Barn Cottages, Lechlade Road. No objection.

It was noted that an unstable wall is being rebuilt at Chevrons, in Swan Lane.

Recreation Ground.

Cllr Rushton circulated her report.

Parking. The football club is now parking at Burford School on Saturdays, Sundays, Mondays & Thursdays. The scouts have confirmed the situation has improved.

Football.

Grass cutting & pitch marking is still causing problems. Cll Ashton reminded the Chair of the FC that 11 cuts are carried out through the season by our contractor-, any additional cuts are to be carried out by the club as necessary. The standing order for the FC has not shown the increase - £100 to £300. They have advised it will be addressed.

New Playground project. To date, Crowdfunding letters have raised approx.. £10k.

The committee will be serving teas at the Open Gardens – cakes needed.

The sub-committee met to discuss the plans and costings from the 2 companies, Proludic & Wicksteed. A decision is needed to decide which company to use. Koman have withdrawn from the process.

Once the company has been chosen we will apply for the £10k lottery funding and the £13k S106.

Bowls Club. The Bowls have new signage at the A40 junction. They recently hosted a prestigious county match between Somerset & Oxfordshire.

General. A working party will be arranged toward the end of the summer. Facebook followers have doubled. Posts reach over 1000 through sharing on Burford & Fulbrook CV19 page.

The lengthman is repairing the wall between the car park and Scouts garden.

An overhanging branch from the Rec to Hunts Close may need inspection.

Pavilion. Nothing to report.

Environment. Overflowing waste bins at the Bay Tree & Co-op are a cause for concern.

Birds are pecking at the contents. Cllr Taubenheim will monitor the situation.

Cemetery. A Cemetery committee meeting will be held at 5pm on 14 June at the Cemetery.

Work to the water main has been completed. A water meter will now be fitted.

The Commonwealth War Graves Commission are providing us with a small sign to be placed at the Cemetery gate advising that ‘at this location there are Commonwealth War Graves’.

Traffic. From the 12 June the signage for the 7.5 tonne weight limit and the 40mph in Witney Street will be erected.

The Clerk was asked to approach our PCSO regarding speeding traffic on the High Street to see what measures could be in place to alert motorists.

Other reports. Cllr White reported that to date there has been no appeal concerning Coles Field. A brief is being worked on by Ken Sparrowhawk, Ken Gray, Cllrs White & Ashton, so that it can be sent in before an appeal.

14. ANY OTHER BUSINESS.

The Co-op on the High Street will be closed for a week from 18 June for refurbishment.

The tree at the back of the Tolsey is overgrown. Cllr Taubenheim will investigate.

The Chamber of Trade have arranged to hold a zoom meeting and are arranging a Summer Solstice event on the 21 June on the High Street. A jazz band will perform under the Tolsey in the evening.

The footpath at Windrush Close has been badly trimmed leaving debris. The lengthman will be advised.

It has been noted that an electric charging cable has been placed across the path at a property in Lower High Street. This is a trip hazard and investigation required.

Cllr Craven said a Climate Change committee meeting will be held at 3pm on the 26 June.

It has been noted that despite requests for OCC to remove them, the stones from the collapsed bridge remain in the river.

15. CHARITY MATTERS

The Tolsey property insurance payment for approval.

The Tolsey & Thomas Collier 2022/23 accounts have been independently checked by Mr F Triggs.

