

**Minutes of the Burford Town Council meeting held on  
Wednesday 6 September 2023 at 7pm**

---

**Present:** Cllr P Higgs – Mayor, Cllr J Tunnell-Westmacott, Cllr D Cohen, Cllr J White, Cllr J Craven, Cllr S Palmer, Cllr P Bruce, Cllr S Lofthouse, Cllr Cotterill, Cllr J Rushton, Cllr H Ashton – WODC, Maggie Andrews – Clerk. John Yeatman RFO.

The Mayor welcomed everyone to the meeting and reminded Councillors to abide by the Code of Conduct.

**1. MINUTES. Resolved:** that the minutes of the Council meeting held on 2 August 2023 be approved as a correct record and signed by the Mayor.

**2. MATTERS ARISING FROM THE MINUTES.**

Cotswold Arms. No update.

Car park extension. No progress to date, however we are waiting for feedback from Laurence King regarding flooding issues. Further information is under Cllr Ashton's report; item 6 on the agenda. Cllr Higgs will press on with a detailed letter to WODC

The Lamb & Bay Tree bins. Waste bins - the situation has greatly improved; we will continue to monitor the area.

Priory Lane Coach Park. Cllr Higgs sent a proposal to Councillors asking for their comments on signage stating waiting periods. These signs would make the markings enforceable but currently only by the Police. A TRO (Traffic Regulation Order) would need to be applied for to cover the schools 'Keep Clear' markings; this could then be enforced along with all other restrictions in the town.

Church Green waste bin. Cllr Cotterill monitored the situation which has improved and so a second waste bin is probably not necessary at this stage.

**3. APOLOGIES FOR ABSENCE.**

Apologies were noted from Cllrs Taubehein & Field- Johnson.

**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. Also receiving reimbursement for Rotary dinner tickets - £100.00, £21 for A Plan and £48 for extra sets of Tolsey door keys.

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr Rushton - Recreation Ground. Also receiving reimbursement of £79.98 for barrier fencing.

Cllr Cohen – BEAP.

Cllr White – Traffic.

Cllr Craven – Climate Change

**5. CLLR FIELD-JOHNSON REPORT.** No report.

**6. COUNCILLOR ASHTON REPORT.**

2021-2043 Local Plan. Public consultation on plan objectives, spatial strategy and call for ideas and opportunities has now begun with the tag 'your place, your plan'. It will be open until the end of October – a copy of which is available in Burford Library. Cllr Ashton said it would be helpful if all Town Councillors had a look at this and completed it as an individual, but also gave him a summary of their views.

Car Park survey data. Cllr Ashton has been given a brief oral overview of data obtained but has not seen it in detail or seen the draft report.

Summer occupancy was higher than the winter/spring, but the average all-day occupancy was 61% and peak occupancy in the 1pm-3pm period averaged at 80%. This is initially being interpreted as ‘not a problem, then’.

Results from the interview and on-line survey are not too surprising.

- Mostly visitors have travelled more than 10 miles
- The majority were only in the car park 1-2 hours
- The main purpose was tourism/leisure
- They were mainly first time visitors

This is just a heads-up – Cllr Ashton will be able to give a more detailed breakdown and interpretation next month.

EV Charging points. Town & Parish Councils are invited to submit an expression of interest for community EV micro hubs, as part of LEVI funding:

<https://letstalk.oxfordshire.gov.uk/ev-microhubs-eoi>. Burford Town Council can put forward suitable sites via this process. OCC has applied for LEVI tranche 1 funding and, if approved, EVCPs are likely to be installed sometimes in 2024.

## **7. OTHER MATTERS FOR DISCUSSION**

Bull Right of Way. Councillors felt strongly that the matter of the blocked entrance should be addressed. All agreed that a letter should be sent to OCC.

Christmas tree site. Hopefully this can be at the Methodist Church as in previous years. Cllr Taubenheim to investigate whether this is still possible.

Shilton Road trees. Quite a number of the trees planted by Lioncourt have died because they have not been adequately watered. There is a 10-year condition on this planting therefore, if trees die, they must be replaced. Cllr Ashton will establish who best to contact on this matter.

## **8. MAYORS REPORT**

The Mayor and 3 Councillors from Lechlade met to discuss the weight limit on the A361 and the Lechlade bridge damage. A useful discussion took place on HGVs and speed limits. Gloucestershire CC issue Lechlade with ANPR cameras to monitor long vehicles over 13 meters which are banned from going through Lechlade on the A361 due to both the hump on the bridge and the sharp turn at the traffic lights in the town. They also allow Lechlade TC to access the DVLC database; they can report 10 vehicles a month to the police.

In theory this means any HGV with 6 axles should not come to Burford from Lechlade on the A361, or vice versa because of the length limit.

They would like a weight limit, but GCC do not agree as their bridge is not weak. They would like a 20mph speed limit and were interested to hear of our experience. GCC have asked them to pay the costs if they want to apply. I sense we would get their support for a weight limit on the A361.

I have agreed to let them have the link to any reports that OCC publish on the HGV strategy, and to keep in touch. The bridge is closed, but in my opinion the damage is no worse than on ours. The closure has hit tourism hard in the town. The work to repair is now starting and due to complete October.

The Mayor & Mayoress will be attending a formal dinner of the Burford & Kingham Rotary Club later this week.

## **9. TREASURER'S REPORT**

Castle Water have not adjusted D/D payments for the recreation ground, to account for the meter readings submitted allowing the account to exceed £1000. They have now increased the payment to clear the arrears.

The Office/Museum cleaner needs to increase the monthly payment of £100 to cover her increased costs. This is the first increase since she started in December 2019. Councillors approved the increase – the standing order will be amended for October.

September payments.

P Higgs reimbursement	100. 00
K Gray reimbursement CCTV signs	50. 66
P Higgs reimbursement Aplan	21. 00
WODC Tolsey business rates	0. 00
WODC Cemetery business rates	60. 00
Mrs M Andrews	1043. 61
Mr D Buckland	1375. 15
J Yeatman	438. 83
HMRC PAYE	608. 24
Nest Pension	75. 04
Anna Grotex cleaning services	100. 00
Systems & Solutions (Bytesafe)	20. 00
BT business bill	65. 70
McCracken & Son	1453. 20
Margaret Johnson	43. 72
A K Timms	104. 28
Ricoh UK	39. 92
Playsafety Ltd (Rospa report)	205. 20
Reids Playground Maintenance	720. 00
Petty cash	20. 00
Castle Water Rec	216. 93
J Yeatman reimbursement 5A's strimmer	364. 80
P Higgs reimbursement Tolsey keys	48. 00
J Rushton reimbursement barrier fencing	79. 98

The above was approved and passed for payment.

**10. CORRESPONDENCE.** Parking on The Hill. Complaints have been received regarding the continual parking of vehicles on The Hill causing problems for pedestrians. Letters have been delivered to offenders and double yellow lines will be repainted by OCC. Meanwhile OCC will brief the Traffic Wardens to target The Hill.

**11. COMMITTEE REPORTS**

**Planning.**

23/02021/RES. 20/01210/OUT. 15 Shilton Road. No objection.

23/02241. 16 Orchard Rise. No objection.

Notice of making of Public Path & Definitive map and statement modification orders Highways Act 1980, Wildlife and Countryside Act 1982. The notice will be displayed on the Council Notice Board. Councillors had no objection to this public path.

**Recreation Ground.**

Cllr Rushton circulated her reports. They included Clanfield FC have asked for a reduction in fees since only three teams are now playing. After discussion Councillors agreed to reduce the rate to £150.

High rainfall throughout August resulted in long grass and when cut a lot of cuttings left on pitches. McCrackens agreed to go over the pitches again and collect the cut grass. This will incur extra costs.

Existing play area. RoSPA inspection was received and highlighted some problems which can be dealt with by our Groundsman.

However, the Multiplay unit cannot be repaired without involving a huge cost. It was therefore agreed to remove the unit and make good the surface. The cost of £600 was agreed by BTC.

New Playground. The cost of retaining, relocating and new surfacing of the zig-zag twister previously donated by Burford Festival is £4400. The Committee felt this was not good use of Council funds.

Total funds so far for the new play area £123,722.98.

We await responses from the National Lottery and S106 applications. Quotes were provided for a small infant size picnic table - £916.96.

A race night fundraiser is booked for 7 October at the Bowls Club. Full details will be in the next edition of the Bridge magazine.

Pre-planning forms have been completed for WODC to ascertain whether planning permission is required.

Bowls Club. A very successful Gala Day took place on 27 August with 12 visiting teams.

A safety check is being carried out to trees on the Rec by McCrackens including Ash trees along the northern edge of the Rec.

Hedgerows/verges on Tanners Lane between the Bowls club and A40 need trimming back. OCC to be alerted.

Pavilion. Nothing to report.

Environment. Weeding continues around the Priory Wall. The tree stump and long grass at the entrance to Guildenford car park has now been successfully strimmed by Cllr Westmacott.

Cemetery. All in good order but we await quotations from McCrackens regarding tree safety.

Council agreed to pay the cost of an ashes interment for a Burford resident.

Climate Change. Cllr Craven circulated the full report to Councillors. Research continues – a scope of activities needs to be agreed; determine objectives and priorities for short, medium, long term, engagement with local groups who have an agenda for climate change. It was proposed to invite WODC to our next Council meeting.

The submission deadline for EV Microhubs is 15 September. It is noted that we need to own land at least 2 metres from the highway.

Traffic. None

Other reports. None

## **12. ANY OTHER BUSINESS.**

The Masonic Lodge is replacing the bench in Sheep Street, keeping the current inscription, and adding their own on the new bench once in place.

The Clerk will again report to OCC that growth on the pathway from Springfield House toward Whitehill is very overgrown resulting in walkers having to go into the road.

Cllr Cohen said that after 28 years serving on the Council he has decided to step down as from April 2024. The Mayor & Councillors said they were extremely grateful for his service through the years.

Concern as shown over the orange awning on Bull which is not a Burford colour. Cllr Taubenheim will be asked to look at the plans and see if this was agreed.

The white lines at the entrance to Guildenford car park are no longer visible. The Clerk will report this to OCC for repainting.

121 High Street is still cause for concern – (incl Hugo in past emails.) WODC have said they will come and inspect but so far this has not happened.

Once a date is confirmed, we will ask to be present at the site inspection. Meanwhile Cllr Cotterill will send photographs to Historic England showing the extremely dilapidated state of the property which is greatly affecting neighbouring properties.

Honeycott's seating area is still a major cause for concern. The Clerk will ask Bill Oddy from Publica to visit again and visit Spice Lounge where several planters are now in place. Cllr Bruce will advise Fix my Street of the Highway signs left at Starbucks.

The Barns Lane noticeboard Perspex needs replacing.

#### **15. CHARITY MATTERS**

The Monday trader no longer requires the area. We will advise the Chamber of Trade that the slot is vacant and ask if they would like the option of renting the space on Mondays requesting a response by 22 Sept.

