

Minutes of the Burford Town Council meeting held on Wednesday 3rd January 2024 at 7pm

Present: Cllr P Higgs – Mayor, Cllr M Taubenheim – Deputy Mayor,
Cllr J Tunnell-Westmacott, Cllr D Cohen, Cllr J White, Cllr P Bruce, Cllr S Lofthouse,
Cllr J Rushton, Cllr S Palmer, Cllr H Ashton WODC, Cllr J Craven, C. Edgar-Hiatt – Clerk, John Yeatman RFO.

1. MINUTES. Resolved: The minutes of the Town Council meeting of 6th December were approved and confirmed as a true and correct record of the meeting and were signed by the Mayor.

2. MATTERS ARISING FROM THE MINUTES.

Guilford Car Park. Cllr Ashton noted that West Oxfordshire District Council will be installing data collection equipment to gauge usage in the car park within the month. This will be used for their report on capacity and extension of the car park. The car park is currently flooded, and it was noted that the drains need to be urgently cleared. This has been flagged up to West Oxfordshire District Council and Council is waiting for their response on the matter.

Priory Lane Coach Park. The proposed new length limit request from Council is now being reviewed by the department of transport. Council is waiting to hear whether the limit will be issued or not. Cllr Higgs noted that Bourton on the Water coach park will close.

Tree Replanting Coronation Orchard. Cllr Palmer noted that permission has been made from Cottsway Housing Association for new trees to be planted at Coronation Orchard. A letter will be sent round to residents informing them of the new planting and requesting approval. Burford Town Council will apply to the Coronation Fund to help with the costs of planting the new trees.

121 High Street. Residents of neighbouring properties are suffering from the deterioration of the building. Roof tiles from the property have fallen on to the pavement with the recent storm. The Council will continue to pursue the matter.

WODC Local Plan & Consultation. Cllr Ashton had a meeting of the working group at WODC. The WODC is still in the process of collating applications and will be reviewed again by Cllr Ashton in January. Cllr White noted to Council that a report on the proposed Fulbrook development, has been submitted to WODC, representing Burford Town Council's thoughts on the submission.

Coles Field. Cllr White briefed Councillors on Coles Field. Cllr Ashton will submit a report for residents on the history of the site in the local newsletter.

29 Lower High St. Council has suggested to move the bin a little way down the street. Discussions with neighbours still must be sought before requesting the move. Cllr Higgs will look into the matter and update at the next meeting.

Tolsey Commercial Space, Advertising. Suggestions were made by Councillors to advertise the space for businesses with various organisations. The Clerk will look into the matter. Resolved.

Recreation Playground for playpark and path. Councillors approved the Proludic's final quote of £25,031.03 for the installation of the new play equipment and laying of a new path to the playground.

3. APOLOGIES FOR ABSENCE.

Cllr Cotterill and Cllr Field-Johnson OCC sent their apologies.

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. Received reimbursement for purchase of supplies for the Civic Service and Christmas event.

Cllr Tunnell-Westmacott – Cemetery & Environment. Received reimbursement for catering services for the Civic Service and Christmas event.

Cllr Rushton - Recreation Ground.

Cllr Cohen – BEAP.

Cllr Taubenheim – Pavilion.

Cllr White – Traffic. Received reimbursement for purchase of supplies for the Civic Service and Christmas event.

5. COUNTY COUNCILLOR REPORT. The County Council report was given by County Cllr Field-Johnson and was received and noted. Highlights of the report included:

Council Budget 2024/2025 first draft submitted. Proposals to save more than £9.8 million in 2024/25 have been set out by the administration as it seeks to set a balanced budget. People will be able to comment on the council's proposed budget with feedback captured using an online form or in writing by Freepost.

Childcare Costs. Local authorities in England are reportedly paying as much as £63,000 a week for single children's social care placements, according to figures published by the Local Government Association (LGA).

DISTRICT COUNCILLOR REPORT. The District Council report was given by District Cllr Ashton and was received and noted. Highlights of the report included:

HGV restrictions. Cllr Ashton is waiting to present a report on HGV restrictions in Burford to OCC on behalf of Burford Town Council. This is in relation to OCC's new proposed HGV restriction trial which will be carried out for several towns in Oxfordshire. Cllr Ashton proposed that Councillors meet with Windrush Valley Steering Group to discuss the situation of HGV transport through Burford.

7. OTHER MATTERS FOR DISCUSSION

Twinning Town Potenza Picena. Councillors are not available to make a visit to the twinning town of Burford, Potenza Picena. Councillors will consider inviting delegates from Potenza Picena to the Burford Festival this year.

Public Bench Memorial. The Clerk is following the progress of this and will update Council at next meeting.

Parking Wardens. Council is in discussions with WODC, after requesting more frequent visits from parking wardens to help regulate parking in the town. An update will be given at next meeting.

Bin Move, A40 Bus Stop. The Clerk is chasing this matter with WODC and will update Councillors at next meeting.

8. MAYORS REPORT

The Mayor, Cllr Higgs, told Councillors of how well attended the Civic Service had been, held on the 3rd December. The event raised over £600 towards the charity Special Effects. Cllr Higgs noted the success of the Christmas celebration event at the Warwick Hall, and wished Maggie Andrews the best on her retirement from Council as Clerk for over 25 years.

9. TREASURER'S REPORT

Mr Yeatman gave his report on finance.

<u>January Payments.</u>	
Hickman Bros – Christmas Tree	360.00
Edwin Wilson – Organist, Civic Service	50.00
Mr P Adams (Xmas Lights & bulbs).	130.00
Mr J Swallow (Xmas Lights).	100.00
Castle Water Tolsey (568 Rec)	122.78
Castle Water (082 Tolsey)	1.35
J White (R'brse CP Wine	383.50
P Higgs (R'brse CP Wine)	32.00
Cotswold Connect (Inv 1498) HGV	31.80
EW Weir (Tree Removal)	700.00
J Tunnell Catering Civic Service	500.00
J Tunnell Catering Christmas Celebrations	335.00
WODC Tolsey business rates	0. 00
WODC Cemetery business rates	60. 00
Salaries –Services for Burford Town Council	3864.05
HMRC PAYE	512.62
Nest Pension	75. 04
A. Grotex Cleaning Services	120. 00
Systems & Solutions (Bytesafe)	20. 00
BT business bill	67.57
Margaret Johnson Supplies	153.98
WODC (2022 Election Expenses	2201.33
AW Grotex (Cleaning Materials)	38.25
OALC (Training)	60.00
Special Effect (Fundraising S137)	612.59
Petty Cash	50. 00
<u>Income December 2023</u>	
Interest	448.73
Remembrance Wreath Parish	25.00
Football Fees	150.00
Fundraising Playground Equipment	628.50

The above was approved and passed for payment.

Audit Approval. Councillors approved the appointment of Mr Don Griffin as the internal audit for 2023-24.

Election Costs. Councillors were briefed of the election expenses that BTC have paid for the 2022 elections of

£2201.33.

Third Quarter Budget Report and Bank Reconciliation. Mr Yeatman presented to Councillors the third quarter budget report and bank reconciliation which were approved. RESOLVED.

10. CORRESPONDENCE.

There was no correspondence at the meeting.

11. COMMITTEE REPORTS

Planning.

23/02622/HHD. 214 The Hill Burford. Councillors made no objections to this planning application.

23/02205/LBC 120 High Street Burford. Councillors made no objections to this planning application.

Recreation Ground.

A report on the Recreation Ground was given by Cllr Rushton which was received and noted.

New Playground Equipment.

Cllr Rushton is waiting on a third quote for the playground sign. The playground will be closed by mid January, ready for contractors to install the new play equipment. The playground committee will now start to make plans for the opening ceremony event.

Rec Maintenance. SSE have confirmed a survey on 4th Jan to inspect trees on Tanners Lane which are close to electricity cables. The Lengthsman is working on removing historic barbed wire found near boundary wall behind cadet hut/copse.

Bowls Club Planning Extension. The Bowls Club is going ahead with their proposed application to WODC. Resolved.

Tree Survey. Council is still waiting on a response from contractors regarding tree maintenance and a quote for a tree survey. Clerk to chase.

Pavilion. A report on the Pavilion was given by Cllr Taubenheim which was received and noted.

Environment. A report on Environment was given by Cllr Tunnell-Westmacott which was received and noted.

Leaves on the pavement are making it slippery. Cllr Ashton is continuing to investigate whether WODC is responsible for this matter.

Cllr Higgs is meeting with the conservation officer in January to discuss installing new posts on the Hill to protect the grass verge.

Cemetery. A report on the Cemetery was given by Cllr Tunnell-Westmacott, which was received and noted.

Climate Change. A report on Climate Change was given by Cllr Craven which Councillors received and noted. Cllr Craven and Cllr Bruce presented the Climate Change Action Plan and report for Councillors to review.

Biodiversity Plan. Cllr Craven will be attending a training course on the duty and will report at next month's meeting. Cllr Ashton to follow up on a Biodiversity Map from WODC.

Traffic. A report on Traffic was given by Cllr White which Councillors received and noted.

Other reports. None.

14. ANY OTHER BUSINESS.

Christmas lights are being dismantled on Monday 8th January 24.

Royal British Legion raised just under £5000 for the poppy appeal.

Tarmac replacement in front of the Tolsey is wrong and needs to be replaced with the correct tarmac. Council has organised for the repair work to be done through SSE through Mr Horner, however the Council does not know when this will be done.

Cllr Tunnell-Westmacott and Cllr Lofthouse have been nominated to look after the new playpark at Cotswold Gate. Councillors requested that the Clerk write to owner of Skip, Barguss, to see when they are intending to finish the development work.

15. CHARITY MATTERS

There were no charity matters to discuss.

The meeting concluded at 8.20pm.

Chairperson's Signature.....

Date.....

