

**Minutes of the Burford Town Council meeting held on  
Wednesday 6<sup>th</sup> March 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 D Cotterill, Cllr S Palmer, Cllr J Craven, Cllr J Rushton, Cllr Field-Johnson OCC C. Edgar-Hiatt – Clerk.

**1. APOLOGIES FOR ABSENCE.**

Cllr S Lofthouse, Cllr H Ashton WODC, and John Yeatman RFO sent their apologies.

**2. DISCLOSURE OF INTERESTS**

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

Cllr Higgs – Finance.

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr Rushton - Recreation Ground.

Cllr Cohen – BEAP.

Cllr Taubenheim – Pavilion.

Cllr White – Traffic.

**3. MINUTES. Resolved:** The minutes of the Town Council meeting of 3<sup>rd</sup> January and 7<sup>th</sup> February 2024 were approved and confirmed as a true and correct record of the meetings and were signed by the Mayor.

**4. PUBLIC PARTICIPATION:** No members of the public were present.

**5. MATTERS ARISING FROM THE MINUTES.**

Guildenford Car Park. West Oxfordshire District Council is currently working on clearing the drainage in the car park and erecting flood barriers to help prevent flooding. A request to WODC has been made to clean up the rubbish in the car park and to paint the kerb stones in the car park.

Priory Lane Coach Park. The Department of Transport has approved the new signage to be installed at the entrance to Priory Lane. Oxfordshire County Council have requested Burford Town Council to submit a Traffic Regulation Order for approval of a 12 metre length coach restriction council agreed to that the most westerly parking bay be changed to a turning space for coaches to safely turn at the coach parking area. The Council is waiting on quotes from OCC for the cost of the TRO and approval for this will be sought from Councillors at the next meeting. The TRO will go out to consultation to interested parties before final approval.

Tree Replanting Coronation Orchard. An order of £621.00 for 19 trees has been placed by Council to be planted at the Coronation Orchard in March. Councillors approved this amount and was informed of the funding provided for this cost by WODC. An impact report will be sent to funders once the project has finished. Resolved.

121 High Street. Residents of neighbouring properties are still suffering from the deterioration of the building. The Council has contacted the owner consistently over the past year however the owner currently will not get in contact with the Council to discuss the matter. The Council is advising solicitors of neighbouring properties to get in touch directly with the owner.

WODC Local Plan & Consultation. Cllr White confirmed that the sites already presented will be reviewed by WODC and then there will be a public consultation. Councillors discussed the site proposed on Sheep St beyond the surgery. Cllr White requested a meeting with the owner of this site to discuss the vision of a possible development on Sheep St. Council noted that there had been no comments from residents regarding the recent submission of land for possible development.

Parking Wardens. Councillors noted that there had been no further response from OCC regarding the amount of parking wardens sent to Burford annually. Councillors noted that there were significantly more wardens visiting Burford since the complaint to OCC. The Clerk has been liaising with Oxfordshire County Council Parking Enforcement to discuss ways in which the Council can notify car owners of illegal parking. The Council will be issuing illegal parking notices to cars that are illegally parked on The Hill in due course. Resolved.

**Bollards, The Hill.** Councillors agreed to purchasing fifteen Burford green anti ram type bollards to be installed in several grassed areas on The Hill in Burford. This is to stop cars and vans driving on to the grass verge and damaging the grass. Oxfordshire County Council has agreed to cover the cost of purchasing the bollards which has been agreed at £3,808.00. Burford Town Council will have to pay for the cost of installing the bollards. The sum of which will be £6,939.30. Oxfordshire County Council's contractor will install the bollards for the Council. Councillors thanked the many residents and charities in the town who have already contributed to this unforeseen amount.

**Risk Policy.** Councillors approved the Risk Policy. Clerk to finalise and upload to website. Resolved.

**Publication Scheme.** Councillors approved the Publication Scheme. Clerk to finalise and upload to website. Resolved.

**Bus Shelters, Shilton Rd.** Councillors approved two new bus shelters for the Shilton Road. OCC will install and maintain the bus shelters. Resolved.

**Pavillion Health & Safety Review.** Council is gaining quotes for a Risk Assessment and Health & Safety review of the Pavillion. To be reviewed at next meeting.

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

Additional Funding. Communities Secretary Michael Gove last month announced a total of £600m of additional funding for local authorities in England – including a £500m addition to the social care grant, and a £100m increase in core spending power. OCC is expected to benefit to an amount of approximately £5m. Budget Approval. A meeting of Full Council on Tuesday 20<sup>th</sup> February took place and a budget was approved. Full details of the final budget are available on the council website. These show that the Budget will result in extra borrowing of £23.45m. The Budget continued to focus on Oxford-centric matters, including Oxford parking zones, Oxford ANPR cameras, Oxford congestion, Oxford 'Mini-Holland' project (at a capital cost of £2m per year) and an Oxford 'Citizens' Assembly' (at a cost of £150,000). I will continue to campaign for more funds to be spent on fixing the potholes and mending the sharp road verges which continue to cause tyre damage.

**7. DISTRICT COUNCILLOR REPORT.** District Cllr Ashton was absent from the meeting. Councillors received a report in advance which was received and noted.

**8. OTHER MATTERS FOR DISCUSSION**

**9. MAYORS REPORT**

The Mayor, Cllr Higgs, gave a report which was received and noted.

**10. TREASURER'S REPORT**

Mr Yeatman was absent from the meeting but gave his report on finance in advance of the meeting.

<b><u>March Payments.</u></b>	
Castle Water (082 Tolsey)	£5.25
Castle Water Tolsey (568 Rec)	£48.22
Castle Water (265 Cemetery)	£5.25
D Buckland (R'brse petrol)	£20.01
WODC (Rec waste bin emptying)	£2089.15
SSE (Tolsey)	£980.43
SSE (Pavilion)	£336.12
**Paid in Feb. after BTC Meeting	
WODC (Tolsey business rates)	£0.00
WODC (Cemetery business rates)	£0.00
Salaries –Services for Burford Town Council	£2458.98
HMRC PAYE	£451.47
Nest Pension	£75.04
A. Grotex Cleaning Services	£120.00
BT business bill	£66.35

AK Timms	£0.00
Hickman Bros	£0.00
Ricoh UK (Photocopier Unit)	£39.92
Parish Online	£108.00
Petty Cash	£0.00
Income February 2024	
Interest	£448.17
Football Fees	£150.00
Cemetery	£1075.00

The above was approved and passed for payment.

#### **10. CORRESPONDENCE.**

There was correspondence regarding one matters.

**Tree 7 Tanners Lane.** A resident has requested for Council to remove a tree along Tanners Lane. More information will be sought and Councillors will review the matter at next meeting.

#### **11. COMMITTEE REPORTS**

##### **Planning.**

23/00002/OUT 15 Shilton Rd, Burford Appeal. Councillors agreed to send the Council's original objection to this application to appeal.

24/00419/LBC Bay Tree Hotel, Sheep St Burford. Councillors approved this planning application.

##### **Recreation Ground.**

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

##### **New Playground Equipment.**

New playground equipment has now been fully installed with new welcome sign. A safety inspection is to be done in March. An opening event will be held on 25<sup>th</sup> March at 3.30pm. An additional £1531.52 cost for turf was approved by Councillors.

**Rec Maintenance.** Council is still waiting for SSE to do a survey of trees on Tanners Lane close to electricity cables.

**Tree Survey.** Clerk to chase tree survey quotes for a full-scale tree survey on Council land.

**Trees, Tanners Lane.** Clerk to contact Highways in regard to overgrown hedge on A40/Tanners Lane.

**Bowls Club Tree Trimming.** Councillors approved the Bowls Club request to trim back conifers around the parking area on the recreation as permission has now been given by WODC.

**Shelter.** There is a lot of disruption and unruly behaviour at the shelter on the recreation ground. A lot of rubbish has been left and nightly noise pollution is occurring. Councillors will monitor the situation.

**Stones.** Cllr Taubenheim to remove stones on the recreation ground.

**Pavilion.** A report on the Pavilion was given by Cllr Taubenheim, which was received and noted. Cllr Taubenheim will gain quotes for a new roof for the Pavilion.

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

**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. Work is being undertaken by the Climate Change Committee for progressive biodiversity and ecological enrichment to the town. A report on this will be submitted to residents at the Annual Town Meeting.

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

**Other reports.** None.

#### **14. ANY OTHER BUSINESS.**

**Pedestrian Crossing, The Hill.** Council is still waiting for Oxfordshire County Council to respond to the Council's request for a zebra crossing at the top of The Hill on the A361. OCC has not been able to gain a quote from their contractors to undertake the project.

Plans for Christmas will be put on the April agenda.

Burford Festival 2024 programme is now up on the website. Cllr Cotterill will invite Burford's twinning town, Potenza Picena in Italy to the festival.

Cllr Taubenheim noted the car accident that occurred on Sunday 3<sup>rd</sup> March. Fortunately, there were no serious casualties. The town's emergency plan was implemented as much as needed for this incident.

Cllr Taubenheim requested the Clerk to write to several shops on the high street who are leaving their dust bins outside on the footpath.

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

Signatory Thomas Collier Charity. Councillors approved the removal of Cllr David Cohen, Mrs Maggie Andrews and Mr John Yeatman from the Thomas Collier Charity investment fund CCLA accounts.

Councillors approved Cllr Taubenheim, Cllr Peter Higgs and the Clerk, Mrs Christina Edgar Hiatt as the new signatories to the charity's funds CCLA accounts.

Signatory Tolsey Charity. Councillors approved the removal of Mr John Yeatman and Cllr John White as signatories from the Tolsey Charity investment fund M&G accounts. Councillors approved the Clerk, Mrs Christina Edgar Hiatt and Cllr Taubenheim as new signatories to the investment fund M&G.

Donation Collier Charity Thanks goes to Cllr Taubenheim and Cllr Tunnell-Westmacott for their kind donation of £132 proceeds of a charity stall to boost the funds of the Collier charity.

There were no charity matters to discuss.

The meeting concluded at 20.54.

Chairperson's Signature.....

Date.....

DRAFT