

**Minutes of the Burford Town Council meeting held on
Wednesday 1st May 2024 at 7pm**

Members of Council Present: Cllr P Higgs – Mayor, Cllr J Craven– Deputy Mayor, Cllr M Taubenheim Cllr J Tunnell-Westmacott, Cllr J White, Cllr S Palmer, Cllr J Rushton, District Councillor H Ashton WODC, C Edgar-Hiatt – Clerk & RFO.

24.15 ELECTION OF MAYOR. To hold office until the Annual Meeting of the Council in May 2025.

Cllr White proposed, Cllr Craven seconded, and it was unanimously Resolved to elect Councillor Higgs as Mayor. Councillor Higgs graciously accepted the role of Mayor and proceeded to chair the meeting.

24.16 ELECTION OF DEPUTY MAYOR To hold office until the Annual Meeting of the Council in May 2025. Cllr Palmer proposed, Cllr Tunnell-Westmacott seconded, and it was unanimously Resolved to elect Cllr J. Craven as Deputy Mayor. Cllr Craven graciously accepted the role of Deputy Mayor.

24.17 ELECTION OF COMMITTEES AND MEMBERS. Councillors reviewed and approved all current committees. There was a vacancy for a Chairman for the BEAT committee and Cllr Craven was appointed to take the role as Chairman for BEAT Committee. Cllr Higgs requested Councillors to nominate a Councillor to be on the Burford School Foundation as Ruth Reavley will be stepping down at the end of 2024. Cllr Rushton was appointed as the Councillor representative for this external charity. Cllr Rushton requested the addition of Mr McLaughlin to be added on to the Recreation Committee to represent Clanfield Football Club. Cllr Taubenheim was appointed to the Cemetery Committee.

24.18 APOLOGIES FOR ABSENCE.

County Cllr Field-Johnson, Cllr P Bruce, Cllr D Cotterill and Cllr S Lofthouse sent their apologies.

24.19 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 Rushton – Finance. Cllr Rushton received a reimbursement of £14.99 for ground maintenance material.

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr Rushton - Recreation Ground.

Cllr Craven – BEAP.

Cllr Taubenheim – Pavilion.

Cllr Craven– Climate Change

Cllr White – Traffic.

24.20 MINUTES. Resolved: The minutes of the Town Council meeting of 3rd April 2024 were approved and confirmed as a true and correct record of the meeting and were signed by the Mayor.

24.21 PUBLIC PARTICIPATION: Mr M. Allsop was present at the meeting and introduced himself as the new Chairperson of Fulbrook Parish Council. The Council welcomed Mr Alsop and wished him success as Chairperson.

Mr K. Gray was present at the meeting to discuss Item 24.27 c CCTV. Mr Gray presented Council with the present situation of the CCTV cameras in the town. A decision was made and noted in Item 24.27 c.

24.22 MATTERS ARISING FROM THE MINUTES.

24.22 a. Guildenford Car Park. Cllr Ashton gave an update to Councillors on the repair work being done on the car park. West Oxfordshire District Council Project Manager Helene Jones has provided Council with a positive assessment report on the car park. There will be several points that Councillors will take up with WODC in the forthcoming month to be noted in the June meeting.

24.22 b. Priory Lane Coach Park. Cllr Higgs reported to Councillors that the TRO is under construction with Oxfordshire County Council. It will take some time as the TRO will need to go out to consultation. To be updated at next meeting.

24.22 c.121 High Street. Cllr Ashton noted that WODC is now working on requesting a redevelopment plan from the owner. With a further plan to take action on the building if the owner does not respond.

24.22 d.WODC Local Plan & Consultation. Cllr Ashton gave a report on the matter. WODC is reviewing the criteria for submissions and once finalised will be circulated to Council. A request for comments from Council will then be made. Council is currently developing a written response. A request for consultation feedback from Burford Town Council is thought to be asked by the end of May.

24.22 e. Pavilion Health & Safety Review. Cllr Taubenheim took a building surveyor to inspect the Pavilion. The recommendation from this preliminary site appraisal was that the condition of the Pavilion is nearing the end of its life. Councillors agreed to set up a Pavilion Committee, which was approved at the meeting. The committee set a date for the next meeting to be Monday 20th May at the Council offices.

24.22 f. Bonfire Review. Councillors had agreed to investigate using chestnut fencing around the bonfire area to protect children and animals from the scrap metal that is currently on the area. Cllr Palmer noted that after further investigation the chestnut fencing will be too inflexible for purpose. Cllr Palmer suggested finding new quotes for plastic fencing. Cllr Palmer will research further and report at June 2024 meeting.

24.22 h. Mayor's Reception, Burford Festival Councillors reviewed the plans for the Mayor's reception and took appropriate event management action. Councillors appointed Cllr J. Tunnell-Westmacott as caterer of the event and agreed an approximate catering cost for the reception of £800.00. Councillors approved to purchase 100 bottles of wine and alcohol and some soft drinks for the event to remain within budget.

24.22 i. Burford Festival Parking on the Recreation Ground. Councillors approved Burford Festival to be allowed to use the northern edge of the recreation ground as a car park on the 8th and 9th June 2024. Festival will be advised that they must not park or drive on the football pitches. Resolved.

24.22 j. Land Registry Council is in the process of registering all council owned land on Land Registry. The process will take some months to do. Cllr White has started with Burford Cemetery. The matter will be updated at next meeting.

24.22 k. Council Member Application Council has now received two applications for the Councillor vacancy. Once all applications have been submitted, Councillors will be presented with applicants and will vote and co-opt an applicant for the member vacancy at the June 24 meeting.

24.22 l. Meeting Schedule Review. The Clerk raised the option to Councillors of not holding an August meeting. Councillors voted to keep the August meeting and review again next year. Councillors approved to hold the January meeting on the second Wednesday of January, that being 8th January 2025.

24.23 COUNTY COUNCILLOR REPORT. Councillor Field-Johnson was absent from the meeting, however a short report was provided prior to the meeting for Councillors to review. The report focussed on discussions being had between Burford Town Council and Oxfordshire County Council on the repair work needed for the bridge in Burford. The work has been postponed due to the possibility of bats living in the bridge. The Council has not received any further information on how OCC will maintain the bat colony while repairing the bridge if they exist. To be updated at June meeting.

24.24 DISTRICT COUNCILLOR REPORT. District Cllr Ashton gave a report to Councillors which was received and noted. Highlights of the report included:

Nature Recovery Scheme conference was held on 16th April. Cllr Ashton noted that there is a big push to create nature recovery hotspots and corridors on land owned by councils. Cllr Ashton suggested that some of the recreation ground could be utilised into a nature recovery hotspot as part of the Councils' Biodiversity Policy. Cllr Tunnell-Westmacott made a suggestion to use the existing fenced off garden at the recreation ground for this purpose. The proposal will be discussed at the next Climate Change Committee meeting and will be updated at the next meeting.

HGV – Discussions are still being had with the OCC Steering group.

24.25 RISK REGISTER. Cllr Bruce was away, and discussions on the Risk Register will take place at June meeting. Councillors were advised to review their Risk Register section and report to Cllr Bruce of any changes needed before the June meeting.

24.26 MAYORS REPORT

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

24.27. TREASURER'S REPORT

24.27 a. Precept Income Councillors noted receipt of first Precept instalment of £48,922.50. Resolved.

24.27 b. Direct Debits Review Councillors reviewed the Direct Debits and Standing Orders of the Council. Councillors approved all existing items bar one, Gocardless, which was removed from the Direct Debit list.

24.27 c. CCTV Camera Review Mr Ken Gray presented to Councillors the situation with the town's CCTV cameras. The Council has installed two high performing CCTV cameras along the high street, coupled with an ANPR camera. The cameras are used as crime deterrents, recognising crime suspects and witnessing car accidents in the town. It was agreed that the Council will continue to run the two CCTV cameras. It was agreed that Mr Ken Gray will continue to be the monitoring officer for the CCTV cameras however, Cllr

Higgs and the Clerk will have training on the cameras to help in the process of monitoring. Councillors agreed that the cost of repairing the cameras, totalling £954.00 would come out of the HGV fund.

24.27 d. Council Insurance The Clerk has not yet received the annual insurance renewal quote. The renewal is due on the 1st June 2024. Councillors are very happy with the existing insurers, Clear Council, and agreed to continue with Clear Council provided that they are not 20% higher than a second quote. An update on the matter will be made at the June 24 meeting.

24.27 e. Council Payments. Councillors reviewed and approved the below payments for the month of April 2024.

£62.00	Business Rates Cemetery	West Oxfordshire District Council
£60.00	Playground Checks for April 2024	Mr J. Buckland
£28.88	Ground Maintenance Supplies	A K Timms
£14.99	Reimbursement Jo Rushton Lime for Rec Sewerage.	Jo Rushton
£120.00	Cleaner April Office	Ms A. Grotex
£102.12	Treetech Recreation Tree Maintenance Pine Tree with Nest	Treetech
£3.38	Water Bill Cemetery March 24	Castle Water
£73.22	BT Phone Bill Tolsey Council Office	BT
£97.64	Parking Penalty Warning Flyers	The Flying Press Ltd
£112.63	Ground Maintenance Supplies	Hickmans
£3,972.48	Treetech Cemetery Tree Maintenance 2024	Treetech
£173.95	Electricity Tolsey Office	SSE Energy Solutions
£176,366.81	New Playground Equipment Recreation Ground	Proludic
£954.00	CCTV Camera Repairs x 2	Cotswold Connect
£1,087.20	Grass Cutting March 24	McCracken & Sons Ltd
£166.04	Pension Contributions April 24	NEST Pensions
£611.08	HMRC & NI Contributions April 24	HMRC
£3,179.93	Salaries April 24	Confidential
£62.00	Business Rates Cemetery	WODC

Income April 2024

£800.00	Cemetery Burial Fees	E Taylor & Sons
£150.00	Clanfield FC Football Club Lease	Clanfield FC. Football Club
£200.00	Annual Allotment Rent for Year April 2024 to March 2025	Burford Allotment Association
£241.45	Rotary Club	Rotary Club
£2,790.00	Funding for Grass Cutting and Lengthman 2024 25	Oxfordshire County Council
£100.00	Memorial Stone Fees	Swindon Memorials
£100.00	Memorial Stone Fees	Swindon Memorials
£1,200.00	Oxfordshire County Council Grant for Bollards The Hill	Oxfordshire County Council
£48,922.50	Precept 2024 2025 First Instalment	West Oxfordshire District Council
£588.00	WODC Community Orchard Funding for Trees Orchard	West Oxfordshire District Council
£2,775.87	HMRC VAT Refund Oct 23 to March 24	HMRC
£423.55	Burford Bowls Club Subscription 24 25 and Water Rates	Bowls Club
£436.78	Interest	

24.28. CORRESPONDENCE.

Coach Park A resident had written in noting the traffic congestion around the coach parking area. Councillors are working on a TRO with OCC to help with the congestion issue.

7 Tanners Lane A resident's insurance company has written to Council requesting evidence of ownership of a strip of land on Tanners Lane. Councillors discussed the issue and noted that the Council holds no documents of ownership for this land. The Council has been in touch with OCC who has noted that the land

is not owned by themselves. The Council will respond to the company with this information. Further investigation by Council will be done on ownership of the land and will report in June's meeting.

24.29. COMMITTEE REPORTS

24.29 a. Planning.

24/00865/HHD Bracken Hill 25 Tanners Lane Burford. Councillors approved the application.

24/00985/LBC Riverside House, 7 Lower High Street. Councillors approved the application.

24.29 b. Recreation Ground.

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

New Playground Equipment. Replacement spring and tabletop should be fitted in May 24. Further investigation on certain play equipment is being looked in to by the installers. The ground between the playground and Huts Close is rough and the Lenghtman will look into it. The final Playground Equipment Committee minutes were signed by Councillors.

Rec Maintenance. SSE have completed their survey of the trees on Tanners Lane where the Rec Committee had expressed concerns about the trees being close to electricity cables. SSE are due to do some maintenance on the trees on Tanners Lane in May 24.

Trees, Tanners Lane. Clerk is waiting on Highways to report on the overgrown hedge on A40/Tanners Lane.

Shelter. Councillors have agreed to leave the graffiti on the shelter.

Garden Area. Garden area was suggested for extension of the car park. It was also suggested the area is kept for wildlife. To be discussed further with the Climate Change Committee.

Bampton Beavers. Councillors approved the Bampton Beavers to camp on the Recreation ground from the 13th to 15th July. Resolved.

24.29 c. Pavilion. A report on the Pavilion was given by Cllr Taubenheim as item 24.22 e. which was received and noted.

24.29 d. Environment. A report on Environment was given by Cllr Tunnell-Westmacott which was received and noted. A date for bridge weeding was made for Wednesday 8th May.

24.29 e. Cemetery. A report on the Cemetery was given by Cllr Tunnell-Westmacott, which was received and noted. A cemetery Committee meeting was made for the 20th May.

24.29 f. Climate Change. A report on Climate Change was given by Cllr Craven which Councillors received and noted.

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

24.30 ANY OTHER BUSINESS.

Cllr Higgs noted that Thames Water has cut water off in the town four times in the month of April. Both schools were shut. The Council has complained to Thames Water about this issue. No response has been made by Thames Water yet and an update will be given at June's meeting.

24.31 CHARITY MATTERS

24.31 a Tolsey Market Space The Clerk made a suggestion of using the Tolsey Market space for charities on weekdays. Councillors approved this change.

Councillors also agreed that the market space would be priced down to £15 per day for businesses, in order to attract more local businesses. Councillors also agreed that the Tolsey Market space could be let for one-off dates in the absence of a regular user.

24.31 b Colliers Fund Collier's charity will be distributing bread rolls at Burford Primary school on Tuesday 7th May.

The meeting concluded at 21.23

Chairperson's Signature.....

Date.....

DRAFT