

**Minutes of the Burford Town Council meeting held on
Wednesday 5th June 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 S Lofthouse, Cllr J Rushton, Cllr D Cotterill, Cllr P Bruce, District Councillor H Ashton WODC, C Edgar-Hiatt – Clerk & RFO.

24.32 WELCOME AND APOLOGIES The Mayor welcomed Councillors to the meeting. County Cllr Field-Johnson sent his apologies.

24.33 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 Craven – BEAP & Climate Change

Cllr Taubenheim – Pavilion & Planning

Cllr White – Traffic.

24.34 MINUTES. Resolved: The minutes of the Town Council meeting of 1st May 2024 were approved and confirmed as a true and correct record of the meeting and were signed by the Mayor.

24.35 PUBLIC PARTICIPATION There were no members of the public at the meeting.

24.36 MATTERS ARISING FROM THE MINUTES.

24.36 a. Guildenford Car Park. Cllr Ashton gave an update to Councillors on the proposed repair work on the car park put forward by West Oxfordshire District Council. Councillors have sought clarification with WODC on the proposed repair work including more details on the installation of a sump that will help to alleviate flooding at the car park. Councillors were critical of the effectiveness of the sump to help with flooding and will seek further information from WODC on this matter. Clarification was also sought on the areas that will be repainted and this has now been approved by Council. The railings will also be repaired and repainted. Further discussions will be had with WODC on new areas in the town for car parking and this will be updated at next month's meeting.

24.36 b. Priory Lane Coach Park. Cllr Higgs noted that the town is experiencing problems with illegal parking of coaches. Several accidents have occurred with cars and coaches in the town this month. Councillors are aware of the problem and discussions are being had as to how best to provide a safe space for coaches whilst not impinging on residents and the local community. Councillors requested the Clerk to liaise with Cotswold Tourism to seek discussions with tourism companies. There has been no response from Oxfordshire County Council on the TRO for the town.

24.36 c. 121 High Street. The owner has informed the Council that planned renovation work will be initiated on the building shortly. Councillors agreed to send a report to Historic England in a month's time if still no action has been taken on the building. To report at next meeting.

24.36 d. WODC Local Plan & Consultation. Cllr Ashton gave a report on the matter. The Council has not yet received a request for comments in relation to the WODC's criteria report. It was agreed that the Planning Committee will meet and put forward a response to the report in readiness. It was agreed that Councillors will inform Fulbrook Parish Council of their submission comments.

24.36 e. Pavilion Business Plan & Safety. Cllr Taubenheim updated Councillors on the report presented by the Pavilion Committee. The Committee advised Council that the building was not fit for purpose and unlettable. It was agreed by Councillors to close the building off to the public and await further inspection from the Fire Service. Councillors agreed to allow the football club access only to the toilets. Councillors agreed to the recommendations of the Pavilion Committee report. Councillors agreed to consult with residents to gain necessary information on whether there was a community or business need for a new Pavilion. An update on the Pavilion will be presented in the Bridge newsletter.

24.36 f. Bonfire Review. A lack of supply has made it difficult to source the appropriate fencing to protect the bonfire space. Councillors agreed to look again at appropriate fencing and will be updated at next meeting.

24.36 g. Land Registry. No progress has been made on land registry.

24.36 h. Councillor Member Co-Option. Councillors agreed to co-opt Claire Silvester as a new councillor for Burford Town Council. Resolved.

24.36 i. Resignation of Cllr Lofthouse. Councillors thanked Cllr Lofthouse for her long service as a councillor for Burford Town Council. A new member vacancy will be advertised within the month.

24.36 j. CNL Board Trustee Nomination. Councillors voted in Cllr Rushton as a proposed new trustee representing the Council for the CNL board.

24.36 k. Tanners Lane, Unregistered Land. Councillors requested the Clerk to investigate further the ownership of the land and will be reviewed as and when further information is gained. Resolved.

24.36 l. Tree Survey and Churchyard. Councillors have received two quotes for a tree survey. Councillors agreed to action a tree survey next year and to add this to the 2025-2026 budget. Councillors were unable to use the agreed contractor to remove the epicormic growth from the 43 lime trees at the churchyard. Councillors conditionally approved McCracken's to carry out this work subject to the third quote being no lower in price when received later this month.

24.37 COUNTY COUNCILLOR REPORT. Councillor Field-Johnson was absent from the meeting however a report was given in advance. Highlights of the report included:

Windrush Clean River – WASP has received funding from OCC to purchase new equipment for monitoring the water in the river.

HGV – The county wide HGV study is focused on the positioning of cameras and collecting data.

Burford Bridge – Repair work has started on the bridge.

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

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

24.39 RISK REGISTER. Cllr Bruce gave an update on the Risk Register which was received and noted.

24.40 MAYORS REPORT

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

24.41 TREASURER'S REPORT

24.41 a. Internal Audit Report. The annual Internal Audit Report for Burford Town Council was received and noted. The report was undertaken by Mr D. Griffin and was completed on the 14th May 2024.

Councillors unanimously approved the report. **Resolved.**

24.41 b. Annual Governance Statement. It was unanimously **Resolved** to approve the Annual Governance Statement for Burford Town Council 2023-2024. Cllr Higgs signed the Annual Governance Statement.

24.41 c. Annual Accounting Statement. It was unanimously **Resolved** to approve the Annual Accounting Statement for Burford Town Council 2023-2024. Cllr Higgs signed the Annual Accounting Statement.

24.41 d. Certify of Accounts. The RFO, John Yeatman, certified the accounts on the 5th May 2024 before presenting to Council.

24.41 e. Commencement of Public Rights. The RFO confirmed the commencement date for the Exercise of Public Rights will be from Monday 10th June to Friday 19th July.

24.41 f. 2022/23 Audit Completion The RFO had reported at the October 2023 meeting on the completion of the audit and an issue raised but it had been omitted from the minutes. He noted that the guidance notes had changed, the council should now receive and note the Internal Audit report before the approval of Section 1 and Section 2 of the AGAR.

24.41 g. Council Insurance The Clerk presented the second quote from Zurich of £2447.20. As the second quote was more than 20% lower than the existing renewal quote from Clear Councils, Councillors approved Zurich insurance for the Council's insurance provider for the next 3 years.

24.41 h. Ricoh Printer Council approved to get rid of the Ricoh printer and replace it with an A3 printer to have in the office.

24.41 i. Treasurers Computer Councillors approved the passing on of the treasurer's computer to Mr Yeatman. Resolved.

24.41 j. Council Payments. Councillors reviewed and approved the below payments for the month of May 2024.

£62.00	Business Rates Cemetery	West Oxfordshire District Council
£34.00	Playground Checks for May 2024	Mr J. Buckland
£72.00	Training	OALC
£120.00	Cleaner Office	Ms A. Grotex

£215.00	Event Hire Mayor's Reception/Town Meeting	Warwick Hall
£14.76	Water Tolsey April 24	Castle Water
£10.76	Water Bill Cemetery April 24	Castle Water
£70.67	BT Phone Bill Tolsey Council Office	BT
£46.80	Fire Safety Check Tolsey	Executive Safety Solutions
£100.43	Ground Maintenance Supplies	Hickmans
£16.26	Office Supplies	Lyreco
£1065.52	Electricity Tolsey Office	SSE Energy Solutions
£74.65	Electricity Rec	SSE Energy Solutions
£39.92	Photocopy Rental	RICOH
£2613.60	Grass Cutting April 24	McCracken & Sons Ltd
£166.04	Pension Contributions May 24	NEST Pensions
£560.88	HMRC & NI Contributions May 24	HMRC
£2,910.93	Salaries May 24	Confidential
£2447.20	Insurance 2024-2025	Zurich Insurance Ltd
£241.45	Rotary Club Refund	Rotary Club

Income May 2024

£20.00	Rent	Scouts
£150.00	Clanfield FC Football Club Lease	Clanfield FC. Football Club
£299.21	Interest	

24.42. CORRESPONDENCE.

24.42 a) Fire Station Fundraiser Councillors agreed to a fundraiser at The Tolsey building for the Fire Station fundraiser. Resolved

24.42 b) Recreation Ground. A resident complained regarding the graffiti and messy bins. Councillors agreed to get WODC to lock 8 litter bins at the recreation ground.

24.42 c) Tanners Lane A resident requested Council to request signs for the road. Councillors have asked the resident to refer the request to OCC Highways.

24.43. COMMITTEE REPORTS

24.43 a. Planning

24/01106/ADV Cotswold Gate Care Home, Burford OX18 Councillors did not approve the application. The decision was based on unnecessary light pollution, slightly too large for location and not in keeping with the local heritage look of the area.

24/01236/HHD Barley Park, Shilton Road, Burford. Councillors approved the application.

24/01240/HHD 157 The Hill, Burford. Councillors approved the application.

24/01412/S73 Land West of Shilton Road Burford. Councillors approved the application.

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

Scout Camping Councillors approved Bampton Beavers to camp on the Recreation ground on the 21st June. Resolved.

Bowling Club Council gained permission for the trees to be trimmed around the bowls club so that an extension can be built. Councillors agreed permission for Bowls Club to use Westfield as a car park on 25th August. Resolved.

Playgrounds There are still some repair works to be done on the Rec. playground which will be done within the month. There has been some damage done to the new playground however Council was able to investigate and track the vandals. It is thought that the damage to the new playground has cost the Council £1000 worth of damage. In future, vandals will be asked to make good the damage.

Cllr Rushton presented a playground maintenance costing plan for the year. Councillors have received three quotes for maintenance work on the two council playgrounds. Councillors requested to see if there was a cheaper price for a three-year contract. Councillors approved AVA recreation contractors to do quarterly maintenance work on the playgrounds.

Rec Maintenance SSE completed maintenance on the trees in Tanners Lane. Resolved.

Trees, Tanners Lane Cllr Rushton will note at next month's meeting whether Highways has fully trimmed the overgrown hedge on A40/Tanners Lane.

OCC Community Funding Councillors agreed to pursue funding for a smoke free zone at the recreation playground.

Waste Bin Councillors approved to remove the large waste bin from the recreation ground car park.

Scout Radio Councillors approved to allow the Scouts to have a temporary radio mast at the Scout Hut.

24.43 c. Pavilion. A report on the Pavilion was given by Cllr Taubenheim as item 24.36 e. which was received and noted.

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

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

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

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

Fulbrook 20 Mile Councillors approved the consultation of Fulbrook 20 mile an hour permit.

Bridge Repair Update Cllr White reported that the repair work on the bridge is going well.

24.44 ANY OTHER BUSINESS.

24.44 a) Cllr Rushton noted that parking in the Alms Houses in Church Green must be kept clear for carers.

24.44 b) Temporary traffic lights will be on the high street from the 10th June 2024.

24.45 CHARITY MATTERS

24.45 a Tolsey Charity Audit Councillors approved the Tolsey Charity audit for 2023-2024. Resolved.

24.45 b Tolsey Insurance Councillors noted the first quote for insurance of The Tolsey building. Councillors will approve the insurance once they have received the second quote.

24.45 c Collier Charity Audit Trustees of the Collier Charity approved the Collier Charity audit for 2023-2024. Resolved.

24.45 d Collier Charity Bread Day. Cllr Taubenheim noted that Bread Day at Burford primary school was a great success and that all children received a fresh bread roll to enjoy.

24.45 e Meeting Tolsey & Collier Councillors agreed to hold an annual meeting for the two charities on Monday 17th June at 9am.

The meeting concluded at 21.42

Chairperson's Signature.....

Date.....

DRAFT