

**MEETING OF THE
BURFORD TOWN COUNCIL**

**Held on Wednesday, 3rd July 2024
At 7pm at the Council Chambers Room, The Tolsey, Burford**

Present:

Mayor: Cllr P Higgs
Deputy Mayor: Cllr J Craven
Councillors: Cllr M Taubenheim, Cllr J Tunnell-Westmacott, Cllr J White, Cllr S Palmer,
Cllr J Rushton, Cllr D Cotterill, Cllr P Bruce, Cllr C Sullivan
Town Clerk and RFO: C Edgar-Hiatt
Others: No members of the public.

24.46 WELCOME AND APOLOGIES

The Mayor welcomed Councillors to the meeting.

Apologies for absence were received from County Cllr Field-Johnson (OCC) and District Councillor H Ashton (WODC).

24.47 DECLARATION OF INTEREST

Cllr White declared a personal interest in Item 24.63 regarding reimbursement of £438.80 for catering costs for the Mayor's Reception event.

Cllr Cotterill declared a personal interest in Item 24.64, Planning 24/01476/FUL and 24/01402/S73 through the Councillors involvement in the application.

24.48 MINUTES

The minutes of the Full Council meeting held on the 5th June 2024 were received.

There were no questions, therefore the Mayor moved their acceptance. Members were unanimous in agreement.

Resolved:

That, the minutes of the Full Council meeting held on the 5th June 2024 be approved as a correct record of the meeting and signed by the Mayor.

24.49 PUBLIC PARTICIPATION

There was no public participation.

24.50 GULDENFORD CAR PARK

The Council was disappointed to hear that there had been no response from West Oxfordshire District Council this month on the repair work planned for the car park. Cllr Higgs advised that this was due to the suspension of most major works and communications due to the pre-election period.

24.51 PRIORY LANE COACH PARK

The Council has been in communication with both Oxfordshire County Council and Thames Valley Police regarding the dangers of coaches parking illegally in various parts of the town. Little help from either organisation has been offered. The police have stated that they cannot do anything about the inappropriate parking of coaches.

The Clerk has contacted Cotswold Tourism and a preliminary discussion has started.

There has been no response from Oxfordshire County Council on the proposed TRO for the town.

24.52 **121 HIGH STREET**

The Council has received no news on the planned renovation work and it is clear that no action has been taken by the owner.

Resolved:

That, Council will now submit a letter of concern to Historic England.

24.53 **WODC LOCAL PLAN**

Councillors were informed that a consultation criteria report will be presented by West Oxfordshire District Council later this month. Councillors agreed to hold a Planning Committee meeting to prepare a report on the suitability of the proposed land parcels presented to WODC as a response to the criteria report.

Resolved:

That, a Planning Committee meeting will be held on Wednesday 10th July 2024 at 11am at the Council Chambers.

24.54 **PAVILION, RECREATION GROUND**

Councillors are still waiting on the Fire Brigade to do a health and safety check on the Pavilion.

Resolved:

That, a health and safety check will be done in July 2024.

24.55 **BONFIRE REVIEW**

Councillors discussed protection measures to keep the bonfire area safe. Discussion was also had as to keeping the area free from fly tipping of treated wood and material that is not appropriate for the bonfire.

Resolved:

1. That, the Clerk will put up No Fly Tipping signs around the bonfire.
2. That, the Groundsman source the wood for the bonfire using natural wood from Town Council land.
3. That, new posts and fencing be purchased if needed to replace current barrier fencing.
4. That, wood stored for the bonfire be kept away from the buildings on the recreation ground.

24.56 **LAND REGISTRY**

Cllr White told Councillors that Council has submitted the application to register the cemetery on Land Registry.

Council is investigating parcels of land in the town that are not registered with land registry nor the Town Council.

Councillors discussed the Town Councils potential lease with The Tolsey charity. Councillors approved a grant of proposal to The Tolsey charity, to issue Burford Town Council with a head lease from which a sub lease would be issued by the Council to other users of the building.

Resolved:

1. That, Council will endeavour to submit the recreation ground land to Land Registry within the next few months.
2. That, land not registered with the Town Council will be investigated, including Church Green and corresponding car park.
3. That, the Town Council highlight to Trustees of The Tolsey charity the review of the Trust with the proposal of a new head lease for Burford Town Council.

24.57 **S137 DONATION REQUEST**

The Clerk presented Council with a new Donation Request Application Form. Councillors approved the form stating that applications for grants must come from local charities that support the Burford community and its needs.

The Clerk informed Councillors of a request for a donation has been submitted from International Tree Foundation. Councillors asked for an application form to be filled out by the applicants before a decision could be made.

The Clerk informed Councillors of the current grant giving budget and the current balance.

Resolved:

1. That, Council has implemented a fair application process for the request of funding and approved the BTC Grant Application Form.
2. That, the Clerk will request International Tree Foundation to fill in the application form.
3. That, the Clerk will prepare a Grant Policy for Council within the next month.

24.58 **BANNERS ON TOLSEY**

Cllr Higgs posed the question as to whether banners for commercial and charitable organisations should be publicised on The Tolsey, a public building.

Councillors voted and agreed to approve banners on The Tolsey at the discretion of the Council and decided on each individual application. The banners for approval must be for a cause that benefits the town and is non-political.

Resolved:

1. That, the WASP banner requested was not approved.
2. That, banners on The Tolsey could still be put up subject to a case-by-case approval.
3. That, banners on The Tolsey would be up for a maximum of two weeks.

24.59 **BAY TREE SIGN**

A request from The Bay Tree Hotel for a bigger heritage sign to replace their existing sign on the high street was not approved by Councillors.

Resolved:

1. That, Council will not be issuing bigger heritage brown signs for hotels in the town.
2. That, Council, on behalf of OCC, will inform The Bay Tree Hotel of its decision.

24.60 **AN UPDATE FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORT**

Due to elections, there were no reports given.

24.61 **RISK REGISTER**

Cllr Bruce gave an update on the Risk Register to Council.

Resolved:

1. That, the report be noted, and,
2. That, the storage containers on the recreation ground need to be checked. Cllr Rushton will look into this.
3. That, Councillors approved J. Buckland to check all the benches in the town for the asset register.
4. That, noticeboards in the town to be checked by the Groundsman.

24.62 **MAYORS REPORT**

The Council received the Mayor's report which highlighted the civic duties and engagements of the Mayor and Deputy since the last meeting.

The Mayor expressed thanks to his Deputy for representing Burford Town Council at the Lord Lieutenant's reception at Dorchester Abbey.

The Mayor will be presenting the rest of the qualifying Burford Firefighters with their Coronation Medals at Burford Fire Station later this month.

Resolved:

That, the report and verbal update be noted.

24.63 **TREASURER'S REPORT**

The RFO gave a report to Council for June's financial records.

Resolved:

1. That, the report be noted and,
2. That, Internal Control first quarter has been approved by Cllr Bruce, Internal Control Officer.
3. That, June bank reconciliation has been approved by the Chair of Finance Committee, Cllr Higgs.
4. That, the adoption of the new Financial Regulations be postponed to August 2024 Full Council meeting.
5. That, the June 2024 payments have been reviewed and approved. See Appendix 1.

24.64 **PLANNING**

Cllr Taubenheim gave a report to Council on June 2024 planning applications for Burford.

Resolved:

1. That, the report be noted and,
2. That, no objections - 24/01402/S73 Burford Comprehensive School, Burford.
3. That, no objections - 24/01451/HHD Barley Lane Shilton Rd Burford.
4. That, no objections - 24/01444/HHD 154 The Hill Burford.
5. That, no objections - 24/01476/FUL Burford Primary School, Burford.
6. That, no objections - 24/01548/LBC The Old Ropery Cottage, 142B High Street, Burford.
7. That, no objections - 24/01481/HHD The Old Ropery Cottage, 7 Sweeps Lane Burford.

24.65 **RECREATION REPORT**

Cllr Rushton gave a report on the recreation ground to Council.

Councillors acknowledged that the shelter had been vandalised again with graffiti. Cllr Rushton has reported the matter again to Thames Valley Police. They are looking in to installing cameras in the area to have greater surveillance of the area.

The Clerk reminded Council of the options of issuing penalty notices on offenders in accordance with the Anti-social Behaviour Act 2003.

Resolved:

1. That, the report be noted and,
2. That, Ava Recreation company have been appointed to carry out 3 x quarterly operational inspections of the playground for the next 3 years starting in October 2024.
3. That, Councillors approved the Oxfordshire County Council declaration requested for the Smoke Free Oxon competition that the Council is partaking in.
4. That, Council has approved a 'Street Art' workshop held at the recreation grounds in the autumn term to help engage local teenagers.
5. That, the Clerk will instruct the Groundsman to repaint the shelter.

24.66 **PAVILION REPORT**

Cllr Taubenheim gave a report on the Pavilion to Council.

Resolved:

1. That, the verbal report be noted as in item 24.54.
2. That, Cllr Rushton received a verbal request from the football club that their minimum requirements from the Pavilion building would be toilets, changing room and kitchen facilities to make hot drinks.

24.67 **ENVIRONMENT REPORT**

Cllr Tunnell-Westmacott gave a report on the environment to Council.

Councillors acknowledge the many complaints from residents regarding illegal and inappropriate parking in the town. Council has reported the illegal parking problems to Oxfordshire County Council. Extra visits by parking officers have been promised.

The most effective way of change is to report the incidents to Oxfordshire County Council illegal parking division. Residents are reminded to take down the registration number and type of vehicle when reporting. <https://www.oxfordshire.gov.uk/residents/roads-and-transport/parking/illegal-parking>.

Resolved:

1. That, the verbal report be noted, and,
2. That, Cllr Bruce to prepare a map of faded double yellow lines for Clerk to report to OCC as part of a repainting request.

24.68 **CEMETERY REPORT & MEETING 19 JUNE 2024**

Cllr Tunnell-Westmacott gave a report on the cemetery to Council.

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

1. That, the verbal report be noted and,
2. That, the minutes of the Cemetery Committee meeting held on 19 June 2024 be received and any recommendations therein be approved.
3. That, an ash tree at the cemetery be looked at by Cllr Tunnell-Westmacott, and if needed, a tree surgeon.
4. That, the Clerk will write to Kits Quarry again regarding the infected ash tree on their property.
5. That, a cemetery clean-up be planned for Monday 15th July 2024 at 5.30pm.

24.67 **TRAFFIC REPORT**

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

Resolved:

That, the verbal report be noted.

24.68 **STAFFING COMMITTEE**

Councillors approved for the existing Staffing Committee to continue with the same members.

Resolved:

That, the Staffing Committee is approved and added to the Committee list.

24.69 **CORRESPONDENCE**

A resident highlighted several things needing attention on lower High Street.

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

Resolved:

1. That, the report be noted and,
2. That, the Clerk request the pollarding of tree in front of Terry Cooks shop to OCC.
3. That, the broken bollards be reported to OCC.
4. That, the need for weeding be reported to the Groundsman.
5. That, the Clerk request WODC to lock the 8 litter bins at the recreation ground.

24.70 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Craven wanted to thank those Councillors involved in cleaning The Tolsey market space.

A member wanted to raise the question of whether the Council had considered the needs of disabled persons access to and participation in meetings. Councillors agreed to look into the matter and discuss it further at the next Full Council meeting.

A member noted that there were a lot of dustbins left out around the town and asked if a message could be sent to the Chamber of Trade regarding the matter.

A member requested that the grass damaged on The Hill be made good properly by the people who damaged it.

A member requested that the Clerk write to Burford secondary school, to remind them of removing any signs they put on poles in the village.

24.71 **SEALING OF DOCUMENTS**

There were no items sealed.

The meeting concluded at 8.55pm.

Chairperson's Signature..... Date.....

Appendix 1.

Burford Town Council			
Payments June 2024			
08.07.2024	£616.87	HMRC	July 24
07.07.2024	£78.00	BT	July 24
05.07.2024	£153.31	NEST	July 24
04.07.2024	£24.00	J. Buckland	July 24
04.07.2024	£143.70	PATA Payroll	July 24
04.07.2024	£290.00	Windrush Press Ltd.	July 24
04.07.2024	£22.74	Lyreco UK Limited	July 24
04.07.2024	£86.40	Netwise UK	July 24
03.07.2024	£438.80	J. White	July 24
28.06.2024	£2,971.67	Staff	July 24
24.06.2024	£4.18	Castle Water	July 24
19.06.2024	£0.18	Castle Water	July 24
19.06.2024	£166.04	NEST Pension	July 24
17.06.2024	£2,089.15	West Oxfordshire District Council (West Oxfordshire District Council)	July 24
07.06.2024	£2,552.40	McCracken & Sons Ltd	July 24
01.07.2024	£120.00	A. Gortex	Jul-24
19.06.2024	£30.00	OALC	Jul-24
06.06.24	£59.91	Hickmans	Jul-24
03.07.2024	£170.00	Land Registry	Jul-24

Burford Town Council		
Income June 2024		
28.06.2024	£350.00	Peter Smith & Son Funeral Director Ltd
26.06.2024	£150.00	Clanfield FC. Football Club
14.06.2024	£300.00	Peter Smith & Son Funeral Director Ltd
10.06.2024	£95.44	Burford Town Council Interest
10.06.2024	£122.41	Burford Town Council Interest
10.06.2024	£310.91	SERFCA Cadets
05.06.2024	£20.00	Burford Scout Group
03.06.2024	£100.00	Abbey Memorials

