



**MEETING OF THE
BURFORD TOWN COUNCIL**

**Held on Wednesday, 7th August 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 Silvester
Town Clerk and RFO: C Edgar-Hiatt
Others: No members of the public.

24.72 WELCOME AND APOLOGIES

The Mayor welcomed Councillors to the meeting.

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

24.73 DECLARATION OF INTEREST

Cllr Tunnell-Westmacott had a personal interest in Item 24.91, regarding reimbursement of £800.00 for catering for the Mayor's Reception event.

24.74 MINUTES

The minutes of the Full Council meeting held on the 3rd July 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 3rd July 2024 be approved as a correct record of the meeting and signed by the Mayor.

24.75 PUBLIC PARTICIPATION

There was no public participation.

24.76 AN UPDATE FROM OXFORDSHIRE COUNTY COUNCILLOR AND WEST OXFORDSHIRE DISTRICT COUNCILLOR REPORT

West Oxfordshire County Council (WODC)

Councillor H Ashton advised that the new Jeremy Clarkson business establishment at The Windmill on the A40 just outside Burford may cause considerable traffic problems along the A40 and coming into Burford.

WODC is looking at providing temporary extra car parking along the A40 to soak up some of the extra traffic.

New government policy on planning:

On July 30th, the government published its proposed amendments to the National Planning Policy Framework and introduced new housing targets for consultation. These new targets for West Oxfordshire are a substantial increase from 549 to 889. WODC does have a five-year housing plan in place and is currently consulting for the future Local Plan. There has also been some change to the regulation and designation of green belt areas but not to the National Landscape areas.

Resolved:

That, the correspondence report from Cllr H. Ashton be noted.

24.77 **CLIMATE CHANGE COMMITTEE – 24 JULY 2024**

Cllr Craven advised that discussions with Oxfordshire County Council had been made regarding the initiative to install EV charging points in key areas in Burford.

Final areas for installation are now being made with a focus on providing the service for residents of Burford who are unable to charge their EV cars from home. Currently the project is not focussed on providing the service for tourists visiting the town.

OCC will be going out to tender for the installation of the charging points with a plan to instal the points in 2025.

The Chair of the Climate Change Committee presented the above minutes to Council and moved their acceptance. All Members were in agreement.

Resolved:

1. That, the report and verbal update be noted.
2. That, the minutes of the Climate Change Committee meeting held on the 24th July 2024 be received and any recommendations therein approved.

24.78 **PLANNING COMMITTEE – 10 JULY 2024**

A Feedback Report for the West Oxfordshire Housing and Employment Land Availability Assessment (HELAA) as part of the WODC 2021-2041 Local Plan was presented to Councillors.

Councillors unanimously approved the report.

Cllr Taubenheim presented the planning applications for July to Council.

Councillors unanimously approved the decisions on planning made by the Committee. (See Appendix 2.).

The Chair of the Planning Committee presented the above minutes to Council and moved their acceptance. All Members were in agreement.

Resolved:

1. That, the report and verbal update be noted.
2. That, the minutes of the Planning Committee meeting held on the 10th July 2024 be received and any recommendations therein approved.
3. That, the Feedback Report be received and approved.
4. That, Councillors approved the recommendations given by the Planning Committee on the planning applications for July 2024.

24.79 **REPORT BACK FROM COUNCILLORS ON FURTHER COMMITTEES**

Recreation Ground Committee

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

Resolved:

1. That, the report and verbal update be noted.
2. That, Councillors approved for certain minor areas of woodland on the recreation ground for leaf composting by the Lengthman.
3. That, it was agreed that a working party be organised for Monday 12th August, 5.15pm for the cleaning up of ragwort at the recreation ground.

Environment Committee

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

Several areas of repair work on The Hill are being carried out to grass verges. The work will take several weeks to be finished.

Oxfordshire County Council is now installing new anti-ram bollards on The Hill to prevent vehicles driving on to the grass verge.

Council would like to thank the many residents and charities in the town who contributed to the cost of installing the new bollards. This includes Burford & District Society, Burford Festival and certain philanthropists of Burford.

Resolved:

That, the report and verbal update be noted.

Cemetery Committee

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

Resolved:

1. That, the report and verbal update be noted.
2. That, a working party at the cemetery will be held on Tuesday 20th August 2024.

Traffic Committee

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

A New Engagement Officer from Highways, OCC will be meeting with Clerk and Traffic Committee to go through needed repairs on roads and footpaths.

Jeremy Clarkson's new restaurant at The Windmill along the A40 will be opening imminently as noted in item 24.76. OCC has already closed the Minster Lovell Road connecting to the roundabout to install a footpath from the bus stops to the restaurant.

West Oxfordshire District Council is looking into temporary surplus parking in Burford to help with the possible overflow of traffic coming into Burford.

The two Council owned bus shelters along the A40 at Burford need repairing and Councillors agreed to provide provisions for this repair work.

Resolved:

1. That, the report and verbal update be noted.
2. That, the Council will work with WODC to seek temporary car parking space for overflow traffic.
3. That, the Council will repair the two council owned bus stops on the A40.

24.80 **COMMITTEE PLACES**

The Council received a report from the Clerk that a request had been made for the addition of a councillor to be added to the Climate Change Committee.

Resolved:

1. That, the report be noted and,
2. That, Cllr C. Silvester be elected a member of the Climate Change Committee for the rest of 2024/2025.
3. That, in retrospect, to formally note in the minutes, that Cllr J. Craven was elected to the Planning Committee for 2024/2025.

24.81 **121 HIGH STREET**

The Council has now sent a letter of complaint to Historic England in regard to the dereliction of 121 High Street.

West Oxfordshire District Council and Burford Town Council are now in communication with the owner and monitoring the owner's statement. 'that building work will commence within the next month'.

Burford Town Council received correspondence complaints from owners of buildings connected to 121 High Street. Councillors acknowledge their concerns and recognise the financial and emotional hardship that this neglected building is causing to neighbouring property owners. Councillors are resolved to do everything in their power to instruct the owners to take the urgent and necessary repair work on the building.

Resolved:

That, the Clerk will reply to correspondence and send this information on to WODC.

24.82 **WODC LOCAL PLAN**

As stated under item 24.78, Planning Committee, a Feedback Report for the West Oxfordshire Housing and Employment Land Availability Assessment (HELAA) as part of the WODC 2021-2041 Local Plan was presented to Councillors.

Resolved:

1. That, Councillors approved the Feedback Report.
2. That, Council will submit the report to WODC in August 2024.

24.83 **PAVILION, RECREATION GROUND**

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

Cllr Taubenheim noted that the Fire Brigade have visited the site and made a report to the Council.

Cllr Bruce presented the Risk Report for the Pavilion project to Councillors.

Resolved:

1. That, the report and verbal update be noted.
2. That, Council agree that the Pavilion building will be closed to the public from August 2024.
3. That, Council agree to keep the toilets open for the Football Club, which has a separate entry point.
4. That, all keys to the Pavilion building be returned to the Clerk.
5. That, the Pavilion Committee will discuss the future of the building at the next meeting.

24.84 **BONFIRE REVIEW**

Councillors approved the payment for fireworks of £3,545.64.

Resolved:

That, Council approve the payment request for Fireworks for the Bonfire.

24.85 **LAND REGISTRY**

The Council has now submitted two applications to Land Registry for registration of Burford Cemetery and Burford Recreation Ground.

Council is still investigating parcels of land in the town that are not registered with H.M. Land Registry.

Councillors discussed the Town Council's proposed new 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.

Council agreed to instruct solicitors to prepare a new head and sub lease for Burford Town Council and its tenants.

Resolved:

1. That, Council acknowledges submission of the applications to H.M. Land Registry to register the council land at the Cemetery and Recreation Ground.
2. That, Councillors approve instructions to a solicitor of a new head lease and sub lease be drawn up for review. A quote from solicitors for this will be sought.
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.

24.86 **S137 DONATION REQUEST**

The Clerk presented Council with a new Grant Policy for 2024/2025.

Councillors approved the new Grant Policy for 2024/2025.

The Clerk informed Councillors of a donation request that had been submitted from International Tree Foundation for a distribution of free trees to residents of Burford. Councillors reviewed the application and approved the request in line with the Council's Biodiversity Policy 2024/2025.

Resolved:

1. That, Council noted and approved the Grant Policy 2024/2025.

2. That, Council agreed to accept the request from International Tree Foundation for a donation of £150.

24.87 **OCC BUS STOP REQUEST**

Councillors reviewed the request from OCC for Burford's bus stop recording project.

Resolved:

That, Cllr Taubenheim, Cllr Rushton and Cllr Craven will take on the project and submit directly to OCC before November 2024.

24.88 **DISABILITY ACCESS, MEETINGS**

Council reviewed the options available for increasing access to meetings for disabled people.

Councillors agreed an equality, diversity and inclusion plan to provide greater access to council meetings for disabled people, if needed.

Resolved:

That, Council review access to meetings and agree a provisional plan for access for disabled people, to action on request.

24.89 **TRAFFIC REGULATION ORDER (TRO)**

Councillors reviewed and approved the updated cost of the Traffic Regulation Order from Oxfordshire County Council of £3,840.00.

Although above budget earmarked for the TRO, Councillors agreed to go ahead with the increased charge as the urgency of the TRO is needed due to the increasing traffic problems of the town.

Resolved:

1. That, the TRO invoice of £3,840.00 be approved.

24.90 **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 met with Deputy Lord Lieutenant, Sir Charles Ponsonby, for a six monthly review of the town's welfare.

The Mayor thanked the Deputy Lord Lieutenant and Lord Lieutenant of Oxfordshire, for gifting the Tolsey Charity a donation of £2,500 from the Oxfordshire Community Foundation. The donation will be used by the charity to help support the upkeep of this historic building in the town.

Resolved:

That, the report and verbal update be noted.

24.91 **CLERK & RESPONSIBLE FINANCIAL OFFICER REPORT**

The RFO gave a report to Council on July's financial records.

The RFO presented the new Financial Regulations 2024 for Councillors to review.

Councillors approved the new Financial Regulations.

Resolved:

1. That, the report be noted,
2. That, Council approve two new additional signatories for the Council's bank accounts, that being, Cllr Craven and Cllr Taubenheim.
3. That, the RFO will now organise a bank mandate to remove defunct signatories of Councillors that have left the Council and add the two new signatories.
4. That, the July bank reconciliation be approved by the Chair of Finance Committee, Cllr Higgs.
5. That, the adoption of the new Financial Regulations 2024 was approved by Council.
6. That, the July 2024 payments have been reviewed and approved. (Appendix 1).
7. That, Councillors agreed to move the September 2024 Full Council meeting to 11th September 2024 due to the Clerk being on holiday at the beginning of September.

24.92 **HEALTH & SAFETY**

There was no Health & Safety update given.

24.93 **CORRESPONDENCE**

Council received an invitation from Burford's Twin Town, Potenza in Italy to attend the Potenza festival from the 26th – 30th September 2024.

Council received correspondence from residents that was discussed in item 24.81, 121 High Street.

Resolved:

1. That, Council note the invitation.
2. That, Council approve a representative to attend the Twin Town festival.
3. That, the Clerk reply to correspondence regarding 121 High Street.

24.94 **CO-OPTION OF NEW MEMBER COUNCILLOR**

Councillors reviewed all applications for the member vacancy and considered the co-option of the candidates for the vacant seat.

The vote for any one applicant was inconclusive, and no applicant vote by Councillors came to an absolute majority, as per the Council's Standing Orders on voting 8(a).

The co-option for vacant member seat will now be moved to motion at the next Full Council meeting on September 11th 2024.

Resolved:

1. That, the Council will again vote for co-option at the September 2024 meeting.

24.95 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Craven wished to raise discussions of greater efficiency in communication within Council. The Clerk will look into the matter.

24.71 SEALING OF DOCUMENTS

The Town Clerk advised the following licence had been signed and approved.

DATE	NATURE OF DOCUMENT
27 March 2024	Licence relating to Clanfield 85 Football Club, Football Fields, Recreation Ground, Burford.

The meeting concluded at 21.45pm.

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

Appendix 1.

BURFORD TOWN COUNCIL		
July 24 Transactions		
08.07.2024	£800.00	Catering Mayor's Reception
12.07.2024	£2,613.60	McCracken & Sons Grass Cutting June 2024
16.07.2024	£114.80	Castle Water Recreation Ground June 2024 Water
17.07.2024	£52.90	Training Book for Clerk CILCA Training SLCC
29.07.2024	£12.23	HMRC PAYE & NIC Payment Overdue for March 2024
29.07.2024	£3,398.45	Salaries, HMRC and Pension
29.07.2024	£8.90	Purchase of Stamps Petty Cash
01.08.2024	£30.00	H M Land Registry Recreation Ground Submission
01.08.2024	£62.00	Business Rates Cemetery August 24
02.08.2024	£120.00	Cleaner July 2024
04.08.2024	£628.98	SSE Energy Solutions Electricity March to 14th July 24 Tolsey Building
06.08.2024	£72.71	BT Phone Bill July 2024
07.08.2024	£1.37	Castle Water Cemetery June 2024
19.07.24	£7.38	Castle Water Tolsey July 2024
08.08.2024	£239.99	Defib Battery Replacement
08.08.2024	£188.00	SLCC Membership 2024 to 2025
08.08.2024	£3,545.64	Phoenix Fireworks for Firework Night 24
08.08.2024	£600.00	Website hosting support and maintenance and domain name 24 25 Netwise
08.08.2024	£68.56	A K Timms Ground Maintenance Expenses Paint for Bollards bin bags
08.08.2024	£34.00	Buckland Playground Check July 2024
08.08.2024	£48.00	Buckland Town Bench Count Asset Register Update July 24
09.08.2024	£2,220.00	McCracken & Sons Trimming Lime Trees Churchyard Epicormic Growth 24
09.08.2024	£27.36	Ground Maintenance Sand Cement Bags Hickmans July 24
22.07.2024	£107.47	SSE Energy Solution Electricity April to July 24 Recreation Ground
19.08.2024	£5,373.16	Oxfordshire County Council Install Bollards
Total Expenditure £13,061.08		

July 24 Income		
31/07/2024	£100.00	BURIAL
26/07/2024	£150.00	CLANFIELD FC. CLANFIELD 85 BOYS FOOTBALL RENT
15/07/2024	£800.00	BURIAL PURCHASE
08/07/2024	£100.00	BURIAL PURCHASE
08/07/2024	£400.00	BURIAL PURCHASE
08/07/2024	£166.04	PENSION REIMBURSEMENT
	£237.80	INTEREST
Total Income	£1,953.84	

Appendix 2.

Planning Applications for Burford Town Council

July 2024

APPLICATION NO: PROPOSAL: 24/01666/HHD

PROPOSAL: Alterations of existing vehicular access and increased hardstanding area.

Town and Country Planning Act

LOCATION: Arnridge Barns Lane Burford Mr Richard Hanlon

DATE: 12th July 2024

Comments: No objection.

APPLICATION NO: PROPOSAL: 24/01665/HHD

LOCATION: Alteration of Existing Vehicular Access and increased hardstanding area

Town and Country Planning Act

APPLICANT: Winston Barns Lane Burford Mr Michael Robinson

DATE: 11th July 2024

Comments: No objection.

APPLICATION NO:24/01742/LBC 24/01741/FUL

PROPOSAL: Installation of kitchen extract equipment.

Planning (Listed Building and Conservation Areas) Act

Installation of kitchen extract equipment.

Town and Country Planning Act

LOCATION: Mermaid Inn 78 High Street Burford

APPLICANT: Greene King Ltd

DATE 11th July 2024

Comment: Concern raised. To report noise of extractor fan to be a concern and request applicants to evidence a low decibel fan and an efficient filter.

Appeal Ref: APP/D3125/W/23/3329201

Land North East of Lantern House, 15 Shilton Road, Burford, Oxfordshire OX14 4PQ

The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant outline planning permission.

The appeal is made by Mr & Mrs Richard and Barbara Allen against the decision of West Oxfordshire District Council.

The application Ref is 23/00002/OUT.

The development proposed is for the provision of two self-build/custom housebuilding plots with new access from the A40/Oxford Road and provision for pedestrian crossing.

Decision

The appeal is dismissed.

APPLICATION NO:24/01618/HHD

PROPOSAL: Installation of a new window to north elevation.

Town and Country Planning Act

APPLICATION NO: 24/01619/LBC

PROPOSAL: Internal and external alterations to install a new window to north elevation.

Planning (Listed Building and Conservation Areas) Act

LOCATION: The Lodge Pytts Lane Burford

APPLICANT: Mr H Ashton

REGISTERED: 22nd July 2024

Comments: No objection.

APPLICATION NO: 24/01801/HHD

PROPOSAL: Replacement roof and frames on existing conservatory

Town and Country Planning Act

LOCATION: Orchard Cottage 80 Witney Street Burford

APPLICANT: Mrs J James

REGISTERED: 26th July 2024

Comment: No objection.

APPLICATION NO: 24/01851/LBC

PROPOSAL: Installation of kitchen extract equipment including alterations to ground floor rear kitchen window to allow installation of an air intake vent.

Planning (Listed Building and Conservation Areas) Act

APPLICATION NO: 24/01850/FUL

PROPOSAL: Installation of kitchen extract equipment.

Town and Country Planning Act

LOCATION: Golden Pheasant Hotel 91 High Street Burford

APPLICANT: Greene King Ltd

REGISTERED: 15th July 2024

Comments: 21 August 2024 – Concern raised. To report noise of extractor fan to be a concern and request applicants to evidence a low decibel fan and an efficient filter.

APPLICATION NO: 24/01918/ADV

PROPOSAL: Erection of fascia sign, replacement awning and window letters (part retrospective) The Town and Country Planning (Control of Advertisements) (England) Regulations

LOCATION: 136 - 142 High Street Burford Oxfordshire

APPLICANT: Christiaan Terblanche

REGISTERED: 2nd August 2024

Comments: 27th August 2024 – Concern raised. Insist that applicant does not install an awning less than 2 meters from the pavement at the lowest point.

APPLICATION NO: 24/01870/FUL

PROPOSAL: Conversion of two units into one and erection of flat roof single storey extension

Town and Country Planning Act

LOCATION: 89 Witney Street Burford Oxfordshire

APPLICANT: Mr Simon West

REGISTERED: 2nd August 2024

Comments: 27th August 2024 – No objection

Burford Town Council is not against this application, however we ask that Planning consider making sure that the applicant installs an extractor fan that is low noise for neighbouring properties and provides an efficient filter for the fan.

DRAFT