



**MEETING OF THE
BURFORD TOWN COUNCIL**

**Held on Wednesday, 2nd October 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 J Rushton,
Cllr D Cotterill, Cllr P Bruce, Cllr S Palmer and Cllr G Haines.
District Councillor H Ashton (WODC).
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: Three members of the public were present.

24.114 **WELCOME AND APOLOGIES**

The Mayor welcomed Councillors to the meeting.

Apologies for absence were received from Cllr C Silvester and County Councillor N Field-Johnson (OCC).

24.115 **DECLARATION OF INTEREST**

There were no declarations of interests made at the meeting.

24.116 **MINUTES**

The minutes of the Full Council meeting held on the 11th September 2024 were received.

The Clerk pointed out an administration error, which was corrected at the meeting. The Mayor then moved their acceptance. Members were unanimous in agreement.

Resolved:

That the minutes of the Full Council meeting held on the 11th September 2024 were approved as a correct record of the meeting and signed by the Mayor.

24.117 **PUBLIC PARTICIPATION**

The Council adjourned for this item.

The three members of the public did not wish to speak on any issue.

The Council reconvened.

24.118 **AN UPDATE FROM OXFORDSHIRE COUNTY COUNCILLOR AND WEST OXFORDSHIRE DISTRICT COUNCILLOR**

West Oxfordshire County Council (WODC)

District Cllr Ashton gave a report.

New Government Policy on Planning

On July 30th 2024, the government published its proposed amendments to the National Planning Policy Framework and introduced new housing targets for consultation. WODC has now submitted its response to the NPPF Consultation. Further information on this can be requested from the Clerk.

HGV Counting

Cameras have been situated at the bridge and on the A40 to survey the HGV flow in and out of Burford. Information captured will be reported back to County Council who are investigating the issue.

Parking

WODC is still reviewing the data collection that took place at Guildenford Car park in the summer. Cllr Ashton proposed to Council a possible coach parking solution which Councillors agreed to investigate further. Cllr Ashton noted that he had received several complaints regarding the illegal coach parking in the town.

(Cllr Taubenheim stepped out of the meeting at 7.19pm)

Public Toilets

Cllr Cotterill requested that Cllr Ashton review the public toilets in Burford and discuss with WODC whether the toilets should have a charging system assigned to them. Cllr Ashton noted that WODC is reviewing the contractors, but he will look into the charging and respond at the next meeting.

Voting Poll Consultation

West Oxfordshire District Council is conducting a review of polling district and polling places within West Oxfordshire. Cllr Ashton recommended for Council to make a comment, however, the Clerk noted that Burford polling stations were not in review.

(Cllr Ashton left the meeting at 7.24pm).

Resolved:

1. That the report from Cllr Ashton be noted.
2. That a Traffic Committee meeting will be held to discuss the proposed extra coach parking and re-route.
3. That Cllr Ashton discuss with WODC the contractual obligations of WODC to the public toilets in the town.

24.119 **REPORT BACK FROM COUNCILLORS ON COMMITTEES**

Planning Committee

Cllr Higgs presented the planning applications for September 2024 to Council as Cllr Taubenheim had stepped out of the meeting.

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

Resolved:

That Councillors approved the recommendations given by the Planning Committee on the planning applications for September 2024.

Recreation Ground Committee

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

Councillors agreed to invite a representative from the Bowls Club to become a co-opted committee member of the Recreation Ground Committee.

(Cllr Taubenheim re-entered the meeting at 7.32pm)

Vandalism is still occurring at the recreation ground causing concern to residents. The Council has now reported the issues to the police, Burford School and other community groups.

Resolved:

1. That the report and verbal update be noted.
2. That the Clerk will invite nominations for a candidate from the Bowls Club to join the committee.
3. That Cllr Bruce will attend playground inspection.
4. That Councillors will hold a Recreation Ground Committee meeting on Monday 11th November at 5pm.
5. That Cllr Palmer will consult with school on vandalism of wall.
6. That Cllr Tunnell-Westmacott will contact McCrackens to cut back dense shrub along perimeter.

Cemetery Committee

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

Resolved:

That the verbal update be noted.

Environment Committee

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

Councillors reviewed three quotes received for the new grass cutting contract for 2025 to 2028. Councillors agreed to contract McCrackens & Son Ltd, commencing in April 2025.

Resolved:

1. That the verbal update be noted.
2. That McCrackens & Son Ltd be contracted for Burford Town Council grass cutting contract.
3. That the Clerk will contact resident at Sheep St regarding overhanging shrubbery and Vics Close garage.

Traffic Committee

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

Councillors reviewed the recommendations Cllr Bruce gave for parking solutions at Windrush Close. Councillors agreed to approve a 'Keep Clear' sign outside resident's house to prevent further parking on the footpath.

Councillors agreed that further reasoning for the proposed new speed limit on the A40 East of Burford section was needed before making a comment on behalf of the Council.

Cllr Bruce gave a report on the Council's successful meeting with OCC Highways visit in September 2024. Noted actions from this meeting are the re painting work due to start in November 2024.

Resolved:

1. That the verbal update be noted.
2. That Cllr Bruce would investigate with OCC the installation of a sign at Windrush Close.

Pavilion Committee

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

1. That the verbal update be noted.
2. That a Pavilion Committee meeting be held on the 11th November at 6pm.

24.120 **APPOINTMENT OF MEMBERS TO COMMITTEES**

The Council received a report from the Clerk that a request had been made for the addition of a co-opted committee member be elected to the Pavilion Committee.

Resolved:

1. That the report be noted.
2. That Mr Dan Derry be elected a co-opted committee member of the Pavilion Committee for the rest of 2024/2025.

24.121 **121 HIGH STREET** (Minutes Ref. September 24 24.106)

Cllr Higgs gave an update on the matter.

Cllr Higgs noted that some building work had started.

Resolved:

That the verbal update be noted.

24.122 **LAND REGISTRY** (Minute Ref. September 24 24.107)

Cllr White gave an update on Land Registry and Charity Commission matters.

Resolved:

That the verbal update be noted.

24.123 **REMEMBRANCE DAY/CIVIC SERVICE**

The Clerk gave an update on the arrangements for Remembrance Day and the Civic Service which was received and noted.

Councillors agreed that the nominated charity for the Civic Service event will be Special Effect (Charity Reg. 1121004).

Resolved:

1. That the verbal update was noted.
2. That the proceeds of the Civic Service event will go to the charity Special Effect.
3. That Cllr Tunnell Westmacott will provide the catering for the Civic Service.
4. That the Council will budget for catering up to £1000 as per the 2024/2025 agreed budget.

24.124 **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.

Deputy Mayor, Cllr Craven, gave a report on her recent visit to Burford's twinning town, Potenza in Italy.

Resolved:

That the report and verbal update be noted.

24.125 CLERK & RESPONSIBLE FINANCIAL OFFICER REPORT

The Clerk and RFO gave a report to Council.

Resolved:

1. That the report be noted.
2. That the second quarter bank reconciliation was reviewed and approved by the Internal Control’s Officer, Cllr Bruce.
3. That the September 2024 payments have been reviewed and approved. (Appendix 1).
4. That the Clerk will send further information on VE day 2025 to Councillors.

24.126 HEALTH & SAFETY

A verbal report was given by Cllr Bruce which was received and noted.

Resolved:

That the verbal report be noted.

24.127 CORRESPONDENCE

Council received correspondence on various issues within the town, which was received and noted.

Resolved:

1. That correspondence was received and noted.
2. That the Clerk will respond to correspondence accordingly.

24.128 QUESTIONS TO THE CHAIR OF THE COUNCIL

There were no questions to the Chair.

24.129 SEALING OF DOCUMENTS

There were no documents to be sealed.

The meeting concluded at 20.47pm.

Chairperson’s Signature..... Date.....

Appendix 1.

Payments September 2024

07.10.2024	£69.65	BT Office Expenses
04.10.2024	£126.00	Playground and Ground Maintenance Work
04.10.2024	£77.10	PATA Payroll
02.10.2024	£120.00	Cleaner Office Expenses
30.09.2024	£2,089.15	Waste Collection October 24 to March 25
30.09.2024	£442.00	Waste Collection October 24 to March 25
30.09.2024	£260.00	Waste Collection Oct 24 to March 25
30.09.2024	£338.00	Waste Collection October 24 to March 25
30.09.2024	£3,398.45	Salaries, HMRC & Pensions
27.09.2024	£17.58	Water Rates
27.09.2024	£1,213.20	McCracken Grass Cutting
25.09.2024	£450.00	SLCC Training Clerk
20.09.2024	£36.00	Training
30.09.24	£9.11	Water Rates
16.09.2024	£67.67	Water Rates
04.10.2024	£43.20	Town Maintenance
01.10.2024	£62.00	Busines Rates

Income September 2024

£150.00	Rent
£400.00	Internment of Ashes
£300.00	Internment of Ashes
£48,922.50	Precept WODC
£147.15	Interest
£122.87	Interest
£50,042.52	Total Income

Appendix 2.**PLANNING****SEPTEMBER 2024**

APPLICATION NO: 24/02292/LBC

PROPOSAL: Internal and external alterations to renovate and refurbish property, to include reinstatement of the front entrance and alterations to fenestration (replacement and formation of new), replacement of the existing single storey kitchen extension and rear conservatory increasing the plan depth by approximately 30cm with changes to internal layout, removal of rear chimney stack and replace existing flat roof of outbuilding with new pitch roof. Associated hard landscaping works. Installation of a loft storage deck within existing garage and fit two rear rooflights together with improvements to area in front of garage doors. (Part retrospective).

Planning (Listed Building and Conservation Areas) Act

APPLICATION NO: 24/02291/HHD

PROPOSAL: Renovation and refurbishment works to include reinstatement of the front entrance and alterations to fenestration (replacement and formation of new), replacement of the existing single storey kitchen extension and rear conservatory increasing the plan depth by approximately 30cm with changes to internal layout, removal of rear chimney stack and replace existing flat roof of outbuilding with new pitch roof. Associated hard landscaping works.

Installation of a loft storage deck within existing garage and fit two rear rooflights together with improvements to area in front of garage doors. (Part retrospective).

Town and Country Planning Act

LOCATION: The Yews 7 Priory Lane Burford

APPLICANT: Mr Andrew Sheppard

REGISTERED: 17th September 2024

COMMENT DATE 11TH October 2024

DRAFT