



Full Council – 2nd April 2025

MEETING OF THE BURFORD TOWN COUNCIL

**Held on Wednesday, 2nd April 2025
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 Rushton, Cllr D Cotterill, Cllr S Palmer, Cllr J White, County Councillor N Field-Johnson (OCC) and District Councillor H Ashton (WODC).
Town Clerk and RFO:	Mrs C Edgar-Hiatt
Others:	There was one member of the public

25.210 WELCOME AND APOLOGIES

The Mayor welcomed Councillors to the meeting.

Apologies for absence was received from Cllr C Silvester and Cllr P Bruce.

Resolved:

Councillors reviewed and approved the reasons for absence.

25.211 DECLARATION OF INTEREST

Cllr Higgs declared an interest in Item 25.222, Payments for Mayor reimbursement.

25.212 MINUTES

The minutes of the Full Council meeting held on the 5th March 2025 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 March 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.213 PUBLIC PARTICIPATION

The Council adjourned for this item.

The Council received representation from a resident concerning Agenda Item 10.

The Council reconvened.

25.214 UPDATES FROM COUNTY AND DISTRICT COUNCILLORS

Oxfordshire County Council (OCC)

County Cllr Field-Johnson gave a report

HGV Transport Through Burford

Progress remains slow and OCC is still gathering data. Discussions are continuing to be held between OCC and County Cllr Field-Johnson.

Cllr Field-Johnson advised on Agenda Item 10, Burford Bridge Pavement.

Cllr Field-Johnson requested the Council to investigate the lack of signs for the parking area in the town. It was advised by Cllr Taubenheim that one of the signs had been knocked over by a car. Council agreed to contact OCC to replace the broken sign.

Highways

Surface dressing of roads in the area will begin in the Spring.

West Oxfordshire District Council (WODC)

District Cllr Ashton gave a report.

Devolution

Proposals for the type of unitary council in Oxfordshire are being reviewed with a deadline of submission to government by November 2025. Proposals must consider the target population of a unitary council as being no less than 500,000 residents.

Options being considered are:

- a single council for the whole of Oxfordshire (approx. 740,000)
- West Oxfordshire joining with Cherwell (approx. 285,000)
- South Oxfordshire and Vale of White Horse councils joining with West Berkshire (455,000) with Oxford City, Cherwell and West Oxon outside (combined population of 445,000).

Car Park, Guildenford.

WODC has agreed to look again at the Town Council's proposals for the alleviation and reduction of flooding as well as expansion. There will be a meeting held with WODC executive and the Town Council on the 9th April 2025. There will be an objective to gain a hydrological study for the area around the car park.

Youth Activities

District Cllr Ashton is in discussions with the new youth officer for the area regarding the possibility of youth centred activities in Burford.

Biodiversity

WODC Biodiversity toolkit has now been offered to Burford Town Council.

Resolved:

1. That the report from Cllr Field-Johnson and Cllr Ashton be noted.
2. That the Clerk will report the Car Parking broken sign to OCC.
3. That the Climate Change Committee will liaise with WODC for the Biodiversity toolkit.

Cllr Field-Johnson and member of the public left the meeting.

25.215 REPORT BACK FROM COUNCILLORS ON COMMITTEES

Planning Committee – 26th March 2025

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

Cllr Taubenheim presented the planning applications for March 2025 to Council.

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

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

Resolved:

1. That the verbal update be noted.
2. That the minutes of the Planning Committee meeting held on the 26th March 2025 be received and any recommendations therein approved.
3. Clerk to look for the LBC application to Tiverton House.

Recreation Ground Committee

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

Cllr Rushton presented the renewal Football Lease agreement for Councillors approval.

The Clerk advised Council to hold a meeting with the grass cutting contractors to go through details of the contract.

Anti-social behaviour continues on the recreation ground including litter and the removal and destruction of a surveillance camera.

Resolved:

1. That the report and verbal update be noted.
2. That the new Clanfield Football Club Lease was approved by Councillors, with the addition of a 'No Use of the Pavilion' clause.
3. That Councillors will work to meet with grass cutting contractors.

Cemetery Committee

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

Resolved:

1. That the verbal update be noted.

Traffic Committee

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

Resolved:

1. That the verbal update be noted.

Climate Change Committee

A report on Climate Change Committee was given by Cllr Craven which was received and noted.

Resolved:

1. That the verbal update be noted.

Environment Committee

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

Resolved:

1. That the verbal update be noted.

Pavilion Committee

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

A historical report on the Pavilion project has now been submitted to Committee including a overview of next steps for the project. The Pavilion Committee will review this at their next meeting.

Councillors agreed to create a questionnaire for residents regarding the Pavilion project.

Resolved:

1. That the verbal update be noted.
2. That Council will now prepare a questionnaire for the Pavilion project.

25.216 PRIVATE ROAD CLOSURE MARKING, CHURCH LANE

Councillors reviewed the request to install a ‘Keep Clear’ sign on Church Lane.

Councillors saw no objection to the request, however residents of Church Lane would have to pay for the instalment of the road markings.

Resolved:

1. That the request for new road markings on Church Lane was approved by Council. The cost of installment would be paid by residents of Church Lane.
2. Clerk to notify resident of decision.

25.217 WASTE BIN

St John the Baptist Church has requested a new dog waste bin to be placed beside the West gate of the Churchyard at the end of Lawrence Lane.

Councillors reviewed the request and asked the Clerk to seek further information of the ongoing costs for the new bin before making a decision.

Resolved:

1. That the Clerk will request further information from WODC on the matter.

25.218 BURFORD BRIDGE PAVEMENT

Councillors reviewed interim proposals for a pedestrian path over Burford bridge.

The interim proposal is for a gold tarmac pavement with two heavy metal bollards installed at either end of the bridge. The traffic lights on the town side would be moved forward to help make room for HGVs to turn.

Councillors agreed to the interim proposal, on the condition that a long-term proposal be developed by Oxfordshire County Council and presented to Council within the next 5 years. The proposal will be fully funded by OCC. Councillors request that the bollards be painted for easy sight.

In parallel to this project, County and District Councillors will collaboratively be looking at the HGV data, to work on progressing a decision on getting a length ban on HGV's going over the bridge.

Resolved:

1. That Council voted in agreement for an interim proposal to protect pedestrians on Burford bridge.

25.219 COACH PARKING, SHEEP ST

Councillors reviewed residents' objections to the proposal to place a coach drop off and pick up bay on Sheep Street. Councillors also reviewed WODC's recommendations on the matter.

Councillors agreed to rescind the proposal.

Council will be inviting the managing director of Oxford Bus Company and the Transport Association to meet at Burford to discuss potential areas of the town for a new drop off and pick up coach area.

Resolved:

1. That Council agreed to no longer look at Sheep Street for coach parking provisions.
2. That the Mayor will invite representatives from relevant organisations to the town to discuss the problem.

25.220 BOWLS CLUB BOUNDARY FENCING

Councillors reviewed the Bowls Club request to place wooden fencing on the outer boundary walls of the Bowls Club.

Members were unanimous in agreement. It was agreed that the maintaining of the new fencing, the existing wire fence and the stone wall be the responsibility of the Bowls Club.

Councillors also reviewed the existing agreement between the Bowls Club and the Town Council. Councillors agreed that a new lease agreement would be prepared. Cllr White agreed to take on this task.

Resolved:

1. That Council agree to the Bowls Club installing a 6-foot-high wooden fencing around the boundary walls of the Bowls Club.
2. That the new fencing, wall and wire fencing will be the full responsibility of the Bowls Club.
3. That a new lease agreement will be prepared by Council.

25.221 MAYORS CIVIC REPORT

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

Resolved:

1. That the report and verbal update be noted.

25.222 CLERK & RESPONSIBLE FINANCIAL OFFICER REPORT

The Clerk/RFO gave a report to Council.

Councillors reviewed quotes for the Council's utility contract for 2025 to 2028. Councillors requested further quotes from other utility companies before making a decision.

Resolved:

1. That the report be noted.
2. That the March 2025 payments have been reviewed and approved. (Appendix 1).
3. That the Clerk will investigate further quotes for a renewal utility contract for Council.

25.223 **POLICIES**

Councillors reviewed the following policies and governance documents:

- a. CO2 Reduction Policy
- b. Biodiversity Policy
- c. Employment Policies:
 - i. Harassment Policy
 - ii. Grievance Policy
 - iii. Disciplinary Policy
 - iv. Whistleblowing Policy

Councillors approved all policies above.

Resolved:

1. That Councillors approved and adopted the above policies for Council and will be processed by the Clerk.

25.224 **CO-OPTION OF NEW MEMBER COUNCLLOR**

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

Councillors voted by majority Mr Dan Derry for co-option of the vacant seat for Burford Town Council.

Resolved:

That a majority vote was made for Mr Dan Derry for co-option to Burford Town Council.

25.225 **RESIGNATION OF COUNCILLOR**

Councillors accepted the resignation of Cllr White from Council.

Councillors thanked Cllr White for his long service to the Council, and for the dedication and legal support that Cllr White gave to the Council over the years.

Cllr White agreed to be an advisor to the Council.

Resolved:

1. That the resignation of Cllr White from Council was acknowledged.
2. That the Clerk will report Cllr White's resignation to Electoral Services at WODC.

25.226 **HEALTH AND SAFETY**

A concern by the General Maintenance team regarding the goal posts on the recreation ground being too close to the playground zip wire was noted. The Clerk will note the risk on the Risk Register to be monitored.

25.227 **CORRESPONDENCE**

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

Memorial Bench Request

Councillors agreed to the request from a resident for a new memorial bench.

The Clerk will create a policy of the regulations for memorial benches to include fees and decisions on the applicant criteria.

Resolved:

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

25.228 QUESTIONS TO THE CHAIR OF THE COUNCIL

Cllr Taubenheim noted that there is a need to replace the perspex on the notice board on Barns Lane and re painting.

There will be a working party sweep up and weeding on the bridge on Monday 28th April.

25.229 SEALING OF DOCUMENTS

There were no documents to be sealed.

The meeting concluded at 8.46pm.

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

Appendix 1.**Payments for March 2025**

06.04.2025	£69.76	BT Phone Bill March 2025
04.04.2025	£168.00	Wiring Solutions LTD Electrics Tolsey Repair
04.04.2025	£720.00	Amity Asbestos Check and Report for Pavilion
04.04.2025	£70.80	Scribe Accounts Year End Health Check 25
04.04.2025	£14.97	P. Higgs Reimbursement Hi Vis Jackets for Grounds Maintenance
04.04.2025	£457.75	A K Timms Ground Maintenance Supplies
04.04.2025	£286.00	Commercial Waste Collection Tolsey
04.04.2025	£364.00	Waste Collection Cemetery
04.04.2025	£18.48	J. Buckland Apprentice Expenses
04.04.2025	£479.99	Work Computer Apprentice
04.04.2025	£94.77	PATA Payroll Services Jan, Feb and March 2025
01.04.2025	£65.75	West Oxfordshire District Council Business Rates
01.04.2025	£120.00	Cleaner March 25
31.03.2025	£4,969.69	Salaries, HMRC, Pensions March 2025
19.03.2025	£7.02	Castle Water Tolsey Water February 2025

01.03.2025	£3.00	Return Item Fee
Sub Total	£7,909.98	
WODC Town Improvement Project		
27.03.2025	£1,792.80	Wildflower Turf for Recreation Ground
27.03.2025	£200.00	Flowers for High Street
21.03.2025	£484.44	5A's Chainsaw and Blower Ground Maintenance Equipment
17.03.2025	£3,000.00	Davies War Memorial Repair
14.03.2025	£3,276.34	Replacement Christmas Lights The Hill Festoon Lighting
14.03.2025	£500.00	Ronfell Products Ltd Christmas Lights Replacement Church Green Festoon Lighting
14.03.2025	£4,194.00	Furnitubes International Limited Benches for Town

Sub Total £13,447.58

Total £21,357.56

Income for March 2025

24.03.2025	£150.00	Exclusive Right of Burial Purchase
26.03.2025	£100.00	Clanfield FC Football Club Lease March 25
31.03.2025	£400.00	Memorial Stone Fee Burials Peter Smith & Son Funerals
31.03.2025	£75.00	Memorial Inscription Purchase Burials Peter Smith & Son Funerals
13.03.2025	£12,000.00	West Oxfordshire District Council Funding Town Improvement Project
05.03.2025	£4,614.47	HMRC VAT Refund August to December 2024
10.03.25	£139.78	Interest Account
10.03.25	£112.12	Interest Account
07.03.2025	£1,500.00	OCC Funding for Zebra Crossing Councillor Field Johnson

Total Income £19,091.37

Appendix 2.

PLANNING

March 2025

CONSULTATION

Deadline: Please send me your comments by: 26th March 2025.

APPLICATION NO: 25/00363/HHD

PROPOSAL: Erection of single and two-storey extensions along with a first floor extension and associated works, including altered access and removal of a section of the front boundary wall.

Town and Country Planning Act

LOCATION: Tiverton Cottage Guildenford Burford

APPLICANT: Mr M Strutt

REGISTERED: 4th March 2025

CONSULTATION

Deadline: Please send me your comments by: 4th April 2025.

APPLICATION NO: 25/00506/FUL

PROPOSAL: Works to roof to include raising the existing roof by 170mm and retiling using existing slates and similar to match, alterations to fenestration and recladding works

Town and Country Planning Act

APPLICATION NO: 25/00507/LBC

PROPOSAL: Internal and external alterations to include raising the existing roof by 170mm, adding insulation and re-roofing using existing slates and similar to match where needed. Alterations to fenestration to include replacement windows of a traditional style in existing openings. Gable end timber cladding renewed in same style as existing.

Planning (Listed Building and Conservation Areas) Act

LOCATION: Castles Yard Pytts Lane Burford

APPLICANT: Mr Matthew Walker

REGISTERED: 13th March 2025