



Full Council – 7th May 2025

ANNUAL COUNCIL MEETING OF THE BURFORD TOWN COUNCIL

**Held on Wednesday, 7th May 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 P Bruce and Cllr C Silvester
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: There were no members of the public

25.001 ELECTION OF TOWN MAYOR 2025/2026

Members received nominations for election of Mayor.

Cllr Rushton proposed Cllr Peter Higgs, Cllr Palmer seconded. All in favour, motion carried forward.

The Mayor addressed the Council outlining his plans for the coming year. He thanked Councillors for the support he received in his fourth year as Mayor and looked forward to his fifth term.

Resolved:

That Cllr Higgs was elected Mayor of the municipal year 2025-2026 and signed the declaration of acceptance of office.

25.002 ELECTION OF DEPUTY TOWN MAYOR 2025/2026

Members received nominations for election of Deputy Mayor.

Cllr Higgs proposed Cllr Jennie Craven, Cllr Tunnell-Westmacott seconded.

Resolved:

That Cllr Craven was elected Deputy Mayor for the municipal year 2025-2026 and signed the declaration of acceptance of office.

25.003 WELCOME AND APOLOGIES

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

Resolved:

Councillors reviewed and approved the reasons for absence.

25.004 DECLARATION OF INTEREST

Cllr Higgs declared an interest in Item 25.024, Payments for Mayor reimbursement

25.005 **MINUTES**

Cllr Derry abstained from this item as he was not a councillor at the April 2025 meeting.

The minutes of the Full Council meeting held on the 2nd April 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 2nd April 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.006 **PUBLIC PARTICIPATION**

The Council adjourned for this item.

There was no public participation at the meeting.

The Council reconvened.

25.007 **ACCEPTANCE OF OFFICE, NEW COUNCILLOR**

The newly co-opted Councillor, Dan Derry, signed his acceptance of office form, witnessed by Councillors.

25.008 **ADOPTION OF MEETINGS CALENDAR, 2025-2026**

The Council received the proposed calendar of meetings for the ensuing municipal year 2025-2026.

All members were in agreement.

Resolved:

That the calendar of council meetings be adopted.

25.009 **MAYORS EXPENSES**

The Mayor and Deputy Mayor abstained from this item.

No Mayor expenses had been set for the 2025/2026 budget.

Council agreed to allow a sum of £1000 towards the Mayor and Deputy Mayor's expenses for the 2026/2027 budget. This would allow provision of expenses for the civic duties and dignitary visits to neighbouring towns that the Mayor and Deputy Mayor are expected to do in the course of their term of office.

Resolved

That the Mayor expenses for the 2026/2027 budget were approved.

25.010 **APPOINTMENT OF NEW COMMITTEES** (In Accordance with Standing Order 4)

Councillors reviewed the proposed new committee Property and Assets Committee.

Councillors agreed to the new committee. Councillors agreed to remove the existing Cemetery Committee and Environment Committee.

Resolved:

1. That the new committee, Property and Assets Committee, was created and approved.
2. That the Cemetery and Environment Committee was removed as a committee for the Council.

25.011 **REVIEW TORS**

Councillors reviewed the new Terms of Reference for all committees for the municipal year 2025/2026.

Resolved:

1. That the Terms of Reference for all committees, except the Climate Change Committee, were agreed.
2. That the Climate Change Committee Terms of Reference would be sent to the Clerk for approval at the June meeting.

25.012 **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES**

Councillors received the report of the Town Clerk and considered the appointment of standing committees and working parties. The following appointments were proposed and agreed unanimously:

Finance Committee

Cllr Bruce (Internal Control)
Cllr Cotterill
Cllr Rushton

Chair of Committee: Cllr Higgs

Planning Committee

Cllr Tunnell-Westmacott
Cllr Cotterill
Cllr Higgs
District Cllr Hugo Ashton

Chair of Committee: Cllr Taubenheim

Staffing Committee

Cllr Craven
Cllr Bruce
Cllr Silvester

Chair of Committee: Cllr Higgs

Traffic/Highways Committee

Cllr Cotterill	Cllr Tunnell-Westmacott
Cllr Bruce	District Cllr Ashton
Cllr Palmer	

Chair of Committee: Cllr Higgs

Property and Assets Committee

Cllr Taubenheim
Cllr Palmer

Cllr Higgs
Cllr Cotterill

Chair of Committee: Cllr Tunnell-Westmacott

Recreation Ground Committee

Cllr Taubenheim	Cllr Palmer
Cllr Derry	Cllr Higgs
Cllr Craven	Mr Philip Slaymaker (Bowls Club)
	Mr Pete Osbourne (Clanfield Football)

Chair of Committee: Cllr Rushton

Climate Change Committee

Cllr Rushton
Cllr Bruce
Cllr Silvester

Chair of Committee: Cllr Craven

Pavilion Working Group

Cllr Craven
Cllr Palmer
Cllr Derry
Cllr Tunnell-Westmacott

Chair of Committee: Cllr Taubenheim

BEAT Emergency Action Group

All Councillors

Chair of Committee: Cllr Craven

Resolved:

1. That the report be noted.
2. That the membership of the agreed standing committees and working group and their Chairs were agreed as detailed above.

25.013 **APPOINTMENT OF EXTERNAL BODIES**

The Council received and considered the report of the Town Clerk concerning nominations for external bodies/outside organisations.

The following appointments were proposed, seconded, and agreed unanimously:

Burford Foundation Governors

Cllr Hugo Ashton (As BTC Appointee)
Cllr Rushton

Tolsey Charity

All Councillors

Colliers Charity

Mayor Cllr Higgs
Deputy Mayor Cllr Craven
Town Clerk C. Edgar Hiatt

Burford Upton & Signet Welfare Trust

Cllr Rushton
Cllr Tunnell-Westmacott

Burford Relief in Need Charity

Cllr Tunnell-Westmacott

Resolved

1. That the report be noted.
2. That the proposals for External Bodies were agreed as detailed above.

25.014 **AGREEMENTS**

Council reviewed arrangements, including legal agreements, with local authorities, not-for-profit bodies and businesses.

The Clerk reported that currently the following leases are under review:

Bowls Club Lease
Head Lease (Tolsey)
Sub Lease (Tolsey)
Car Park Benches Lease (WODC)

Council approved the remaining agreements.

Resolved:

1. That the report be noted.
2. That the Clerk will notify Council as and when the agreements above are ready for approval.
3. That the remaining agreements were approved.
4. That the Clerk to notify District Councillor of situation with Car Park lease and notify WODC of the repair work needed to benches.

25.015 **FINANCIAL AGREEMENT AND STANDING ORDERS**

The Clerk advised Council of the modifications to both the Standing Orders and Financial Regulations.

Councillors approved both policies and changes.

Resolved:

1. That the report be noted.
2. That Burford Town Council Standing Orders and Financial Regulations were approved.

25.016 **ASSETS**

The Clerk reported that the Asset Register and Risk Register were both under review and would be presented to Council at the June meeting.

Resolved:

1. That the report be noted.

25.017 POLICY REGISTER

Councillors reviewed the Policy Register and approved all forthcoming policies for renewal and submission.

Resolved:

That Councillors approved and adopted the Policy Register.

25.018 AN UPDATE FROM OXFORDSHIRE COUNTY COUNCILLOR AND WEST OXFORDSHIRE DISTRICT COUNCILLOR

There were no verbal reports made however the Council received written correspondence reports. A summary of which follows:

West Oxfordshire District Council (WODC)

Cllr Ashton supported Peter Higgs at a meeting with WODC officers, the Council Leader (Cllr Graham) and Executive Member responsible for parking (Cllr Tim Sumner) to discuss Burford's parking needs and next steps. Some progress was made with WODC committing to investigate the improvement of the Guildenford car park's drainage and also to pay for the hydrological report necessary to apply for flood mitigation works and options for the expansion of the car park to the north/and/or east. A WODC car parking strategy to include proposals for Burford is due to be presented in July for approval at the July Executive Meeting.

Cllr Ashton attended a site meeting with OCC officers to discuss the emerging plan for a more protected pedestrian crossing of the Windrush Bridge.

Cllr Ashton attended the BEAGLES meeting on 23rd April at which Cllr Bruce presented the progress being made on BTC's response to the Climate and Nature Emergencies.

25.019 REPORT BACK FROM COUNCILLORS ON COMMITTEES

Planning Committee – 25th April 2025

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

Cllr Taubenheim presented the planning applications for April 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 25th April 2025 be received and any recommendations therein approved.

25.020 **WESTFIELD, SIGNAGE PROPOSAL**

Councillors agreed to the new signage proposals for the four entrances to Westfield.

Resolved:

1. That Councillors agreed to the new signage for Westfield ground entrances.

25.021 **DEFIBRILATOR, WARWICK HALL**

Councillors reviewed the request by St John the Baptist Church to place a defibrillator at the Warwick Hall.

It was agreed that, as the Council already looked after the High Street defibrillator, the Council would not take on further responsibility for a defibrillator at the Warwick Hall.

Resolved:

That the Council did not agree to the financial responsibility of a defibrillator at the Warwick Hall.

25.022 **EXTRA 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. It was agreed that the Council would not take on the financial responsibility of maintenance of the bin as it was not in the budget for 2025/2026. Maintenance costs for the bin would amount to £436 per year. The Council would, however, provide for the cost of installing the bin.

Resolved:

1. That the Council did not agree to the cost of maintaining a new dog bin at St John the Baptist Church.
2. That Council agreed to pay for the cost of installing the dog bin if needed.

25.022 **TREE SURVEY**

The Clerk advised that the tree survey was incomplete, and the full report would be presented to the appropriate committees when received.

Resolved:

That the verbal report was noted.

25.023 **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.

25.024 **CLERK & RESPONSIBLE FINANCIAL OFFICER REPORT**

The Clerk/RFO gave a report to Council.

Councillors reviewed quotes for the Council's electricity contract for 2025 to 2027. Councillors agreed moving utility contracts to Octopus for a fixed two-year term contract.

Resolved:

- 1. That the report be noted.
- 2. That the April 2025 payments were approved. (Appendix 1).
- 3. That Councillors agreed to appointing Octopus as the new electricity provider for the Council.
- 4. That Councillors agreed to the renewal quote of BT for the phone provider for the Council.

25.025 **HEALTH AND SAFETY**

There were no health and safety matters to report.

25.026 **CORRESPONDENCE**

There was no correspondence to report.

25.027 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Cotterill noted that Guildenford and Church Lane will be closed on the 11th May.

Cllr Palmer noted that there is high risk parking on the zig zag lines on the high street. This will be noted to the police.

25.028 **SEALING OF DOCUMENTS**

There were no documents to be sealed.

The meeting concluded at 9.15pm.

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

Appendix 1.**Payments for April 2025**

£104.99	Microsoft 365 Software Programme Subscription 25 26 P.Higgs Reimbursement
£290.00	Windrush Press Civic Service Programme Printing Order 2024
£120.00	Cleaner April 25
£1,419.60	McCracken & Sons Grass Cutting March 2025
£47.99	Tayna Batteries Battery for Speed Sign Sheep St
£1,260.00	Tree survey Treetech
£8.12	Netwise New Email for Councillor
£27.78	VE Day 80 Ltd VE day Bunting P. Higgs Reimbursement
£10.69	Cleaner Expenses
£76.38	BT Phone April 2025
£20.61	Castle Water Cemetery Dec 24 to March 25
£3.56	Castle Water Tolsey March 2025
£5,097.11	HMRC, PAYE and Salaries
£164.73	SSE Energy Solutions Electricity January 25 to April 25 Pavilion Building
£280.53	Ground Maintenance Supplies, paint, sign and work equipment
£33.54	Lyreco Office Supplies Envelopes and Dividers
£115.91	Castle Water Recreation Ground April 2025
£150.00	VE Day Singer Celebration Event
£2,287.24	SSE Energy Solutions Electricity September 24 to April 25
£62.00	WODC Business Rates

Total Expenditure: £11,580.78

Income for April 2025

£18.00	Scottish & Southern Electricity Networks Cable Rent
£57,468.00	Precept 2025 - 2026 First Instalment
£124.27	Interest April HGV Account
£300.00	Bench Memorial
£0.10	Clanfield FC Football Club Lease April 25
£148.65	Interest April 2025 Reserves

Total Income: £58,059.02

Appendix 2.**PLANNING****April 2025**

APPLICATION NO: 25/00812/HHD

PROPOSAL: Erection of side and rear extensions along with addition of dormers to front and rear roof slopes

Town and Country Planning Act

LOCATION: Barley Lane Shilton Road Burford

APPLICANT: Alan McKechnie

REGISTERED: 28th March 2025

Resolved:

There were no objections from Councillors for this application.

APPLICATION NO: 25/00942/CLE

PROPOSAL: Certificate of lawfulness (erection of a single storey extension with lean to roof)

Town and Country Planning Act

LOCATION: 10 Windrush Close Burford Oxfordshire

APPLICANT: Mr Redman

REGISTERED: 28th April 2025

These applications are in or affecting the Burford Conservation Area.

Resolved:

There were no objections from Councillors for this application.

APPLICATION NO: 25/00817/LBC

PROPOSAL: Internal and external alterations including re-pointing, re-painting windows and replacing infill render panel.

LOCATION: East View 194 The Hill Burford OX18 4QY

REGISTERED 16 April 2025

Resolved:

There were no objections from Councillors for this application.

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

There was a further review of the above application in concern to the neighbouring properties and the commercial area of the land.

Resolved:

Council proposed, as a condition to the new extension, to remove the commercial restrictions on the garage area, convert the whole property to a single residential property, convert the garage area to parking and a valuable open space. For ground safety due to the existing toxic tanks, a request for a 'no build' condition would be required over the garage section of the property.

The flying freehold is a concern, and the Council has submitted new information to Planning regarding the neighbouring properties.