



Full Council
Meeting of Burford Town Council
Wednesday 2nd July 2025, 7pm
Council Chamber, The Tolsey, 126 High Street, Burford

To members of the Full Council – Cllr P. Higgs, Cllr J. Craven, Cllr M. Taubenheim, Cllr S. Palmer, Cllr J. Rushton, Cllr J. Tunnell-Westmacott, Cllr P. Bruce, Cllr D. Cotterill, Cllr C. Silvester and Cllr D Derry.

You are hereby summoned to attend the above meeting held at the Council Chamber, Burford, for the transaction of the business stated in the agenda below.

ADMISSION TO MEETINGS

All Council meetings are open to the public and press unless otherwise stated.

Public participation will be held during the formal meeting. Please email the Clerk at town.clerk@burford-tc.gov.uk if you wish to attend. Signed *C. Edgar Hiatt*, Town Clerk 25.07.2025.

AGENDA

1. APOLOGIES FOR ABSENCE

Councillors who are unable to attend the meeting should notify the Clerk prior to the meeting, stating the reason for absence.

2. DECLARATIONS OF INTERESTS

To receive written requests for new DPI dispensations. Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's Code of Conduct and the (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

3. MINUTES

To approve and adopt the minutes of the council meeting held on 4th June 2025 in accordance with Standing Order 12.

4. PUBLIC PARTICIPATION

The meeting will adjourn for this item.

Members of the public may speak for a maximum of 3 minutes each during the period of public participation.

5. OXFORDSHIRE COUNTY COUNCIL REPORT

To receive a report from Burford's County Councillor, Cllr Field-Johnson, from Oxfordshire County Council.

6. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT

To receive a report from Burford's Ward Councillor, Cllr Ashton, from West Oxfordshire District Council.

7. FINANCE

- a) Budget Quarterly Review
- b) Internal Controls Quarterly
- c) Payments June 2025

8. TREE WORK

To review quotes for new tree work.

9. BURFORD BRIDGE

To review proposed pedestrian bridge improvement from Oxfordshire County Council.

10. GRANT APPLICATION

To review grant application from Cadets.

11. WAR MEMORIAL, HIGH STREET

To review repair work.

12. BOWLS CLUB

To review Bowls Club water supply

13. OFFICE SECURITY

To review office open times and appointment procedure

14. CIVILITY AND RESPECT PLEDGE

To review and sign pledge against harassment and bullying within local government.

15. REPORTS OF COMMITTEES

To receive reports, if necessary, from the following committees.

- **Planning Committee - 27th June 2025**
 - Potential Development, Shilton Rd
- **Recreation Ground Committee**
- **Traffic/Highways Committee**
- **Climate Change Committee**
- **Property & Assets Committee**
- **Pavilion Advisory Committee - 25th June 2025**
 - Approve Mission Statement
 - Approve date of town meeting, 25th September 2025

16. MAYOR'S CIVIC REPORT

To receive a report from the Mayor on civic engagement and activities.

17. POLICIES

To review and approve the following policies:

- a) Lone Working Policy
- b) Vexatious Complaints Policy
- c) Code of Conduct
- d) Volunteers Policy

18. HEALTH & SAFETY

To receive a verbal update on health and safety issues, if appropriate.

19. STAFFING (CONFIDENTIAL)

20. CORRESPONDENCE

To receive and note any correspondence.

21. QUESTIONS TO THE CHAIR OF THE COUNCIL

Questions to the chair concerning the business of the council.

22. SEALING OF DOCUMENTS

To receive details of documents sealed by the council, if applicable.

C. Edgar Hiatt

Town Clerk