



Full Council – 4th June 2025

ANNUAL COUNCIL MEETING OF THE BURFORD TOWN COUNCIL

**Held on Wednesday, 4th June 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 P Bruce,
Cllr C Silvester, Cllr D Derry and District Councillor H Ashton (WODC).
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: There was one member of the public

25.029 WELCOME AND APOLOGIES

Apologies for absence were received from Cllr S Palmer, Cllr D Cotterill and County Councillor N Field-Johnson (OCC).

Resolved:

Councillors reviewed and approved the reasons for absence.

25.030 DECLARATION OF INTEREST

Cllr Higgs declared an interest in Item 25.044, Payments for Mayor reimbursement.

Cllr Bruce declared an interest in Item 25.044, Payments for Defibrillator reimbursement.

25.031 MINUTES

The minutes of the Full Council meeting held on the 7th May 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 7th May 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.032 PUBLIC PARTICIPATION

The Council adjourned for this item.

During Public Participation, Members heard from a resident of Burford regarding the Council's draft proposal for a coach parking designated area on the High Street, for 15-meter coaches visiting the town. See Agenda item 25.039. The resident wished to convey their concerns to the Council.

Concerns included:

- That too many parking spaces for vehicles would be removed on the lower part of the High Street.
- That parking spaces would be taken by visitors who have no monetary interest in the town rather than residents and locals coming to shop at Burford.
- Requested an extraordinary meeting to discuss the matter further.

Cllr Higgs noted to the resident attending the meeting, that if Council agreed to take this draft proposal further, there would be a full consultation with the town, as part of standard procedure.

The Council reconvened.

25.033 **FINANCIAL CONTROLS 2024/2025 AND YEAR END ACCOUNTS**

Councillors reviewed the Internal Control process for the year 2024/2025. Councillors approved the process and accepted the continuance of the Internal Control process for the following year.

Recommendation by the Responsible Financial Officer was to include an additional bank signatory for online payments.

Councillors reviewed and approved the direct debit and standing order list. Councillors reviewed the Year End accounts and Reserves Statement.

Resolved:

1. That the report be noted.
2. That the Internal Control policy was reviewed and approved for the year 2024/2025.
3. That the direct debits and standing orders for 2025-2026 were reviewed and approved.
4. That Cllr J Craven agreed to become an additional signatory for all online transactions for the Council and the RFO will contact the bank to make the update.
5. That the Internal Controls Officer remains Cllr P Bruce.
6. That the Year End report presented by the RFO was approved.
7. That the Year End Reserves Statement was approved, including all Earmarked Reserves.

25.034 **ASSETS**

Councillors reviewed all assets of the Council and the Asset Register for 2024-2025.

Cllr Bruce raised the issue of the various items inside the Pavilion. It was noted that these items were not on the Asset Register. Councillors made a request to donate items in good condition from the Pavilion to Burford boarding house or other clubs or societies in need.

Resolved:

1. That the report be noted.
2. That the Asset Register for 2024-2025 was reviewed and approved.
3. That items from the Pavilion would be removed and donated to various clubs and societies in the town.

25.035 **INTERNAL AUDIT REPORT 2024/2025**

The Council received and reviewed the annual Internal Audit Report for Burford Town Council.

The Responsible Financial Officer (RFO) noted that the report was undertaken by Mr J. Yeatman and was completed on the 30th May 2025.

It was recommended by the Chair and seconded by Cllr Bruce that the Internal Audit report for 2024/2025 be approved. All members were in agreement.

Resolved:

1. That the report be noted.
2. That the Internal Audit Report for 2024/2025 was approved and formally adopted by the Council.

25.036 **AGAR 2024-2025**

The Council received the report of the Responsible Financial Officer (RFO) in respect of the Annual Governance and Accountability Return (AGAR) for 2024/2025 under its obligations to the Accounts & Audit (England) Regulations 2015.

In her report, the RFO pointed out that Councillors took a collective responsibility for ensuring there was a sound system of internal control in order to agree Section 1 – Annual Governance Statement. It was recommended by the RFO that all measures were in place, and it could therefore be agreed and signed at the meeting.

The Accounting Statement formed section 2 and the RFO recommended it should be agreed and adopted. Section 3 of the AGAR would be submitted to the external auditor with supporting information and would be an analytical review concentrating on variances year on year and above a certain percentage.

Residents would have the right to inspection of the documents which would be published on 6th June via the Council's noticeboard and website.

Resolved:

1. That the report be noted.
2. That the Annual Governance Statement, Section 1 of the Annual Return for the year 2024-2025 was approved and adopted by the Council with questions 1 to 9 answered "yes". The Chair, Cllr P Higgs signed the Annual Governance Statement.
3. That the Statement of Accounts, Section 2 of the Annual Return for the year ended 31 March 2025 was approved and adopted. The Chair, Cllr P Higgs signed the Annual Accounting Statement.
4. That the RFO, Christina Edgar Hiatt, certified the accounts on the 30th May 2025 before presenting to Council.
5. That the Notice of Public Rights for publication was approved and confirmed by the RFO from 6th June to the 17th July 2025.

25.037 **INSURANCE**

The Clerk informed Council that the Town Council insurance had been renewed under the agreed three-year contract.

Resolved:

1. That the report be noted.
2. That Councillors approved the insurance payment of £2,520.74 premium to Zurich Insurers.

25.038 **ADOPTION OF MEETINGS CALENDAR 2025/26**

A change to the approved Meetings Calendar 2025/26 was made. (Appendix 2)

Resolved:

1. That the November 2025 meeting for Full Council will be held on the 12th November 2025.

Councillor Ashton entered the meeting at 20.42

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

District Councillor Ashton gave a report.

Local Plan

A further site for submission was brought to the Town Council's attention by Cllr Ashton, which had previously been listed under Carterton parish submissions. The land proposal for development is situated to the west of Shilton Rd, adjacent to Cotswold Gate development. This submission will be assessed along with others for suitability for the HELAA process. Council will now make comments to West Oxfordshire District Council (WODC) planners regarding this site within the month.

Car Parking

A Guildenford car parking report is still planned to go to the WODC Executive Committee on the 9th July. The Council will be able to review the report at the end of June.

Public Toilets

There will be a Burford public toilet review due to go to the WODC Executive Committee on the 10th September.

HGV

WODC has now received a data analysis report regarding the transport networks of HGV's around Oxfordshire. Further information will be sent to the Council next month.

Devolution

Residents are asked to take part in a WODC survey regarding the latest proposal for a Unitary Council of Oxfordshire.

Cllr Field-Johnson was not present at the meeting, but sent in a report. The highlights of which follow:

Roads and Gullies

Oxfordshire County Council (OCC) is clearing out road gullies in order to prevent flooding. Gullies that need clearing can be reported on

[Fix My Street](#).

Road surface dressing has commenced throughout Oxfordshire. You can find out which roads are being surface dressed via the OCC [map](#). To identify any upcoming road works, [Causeway maps](#) hold this information.

Resolved:

1. That the reports be noted.
2. That the Council requests Cllr Ashton to present the comments from Carterton on the land proposal on Shilton Rd, if available.
3. That the Planning Committee will review and present comments to WODC regarding the land parcel adjacent to Cotswold Gate.

25.039 **PROPOSED NEW COACH PARK AREA, HIGH STREET**

Cllr Higgs presented to Council a proposed new coach parking area for Burford. The area proposed is located at the lower end of the High Street, beside Burford Boarding School building.

The requirements of the space would be to remove seven existing parking places to provide for two 15 meter coaches. The coach parking would be provided from 9am to 3pm, seven days a week.

The reasons for the Council seeking extra areas for parking coaches in the town are as follows:

- Due to the increased safety signage in Priory Lane coach parking area, there has been a decrease by one coach parking bay.
- Provides a safe space for coaches to park. Having no coach parking area for longer coaches in the town encourages coaches to park illegally, in a dangerous way, putting pedestrians and vehicles in danger.

Councillors reviewed the proposal and agreed to progress the matter further. The next stage will be to go out to public consultation for the residents living around the proposed new parking site. The Council will invite OCC and various bus companies to visit Burford to review the proposal.

Once this is complete, the report with public consultation review, will be submitted to Oxfordshire County Council for consideration.

Cllr Bruce suggested that an explanation of the problems of coach parking in the town be sent to residents concerned, to help inform the public of the pressing concerns around the issue.

Cllr Silvester noted that the new traffic signs on Priory Lane have now been put in. Residents are happy with the improvement to traffic congestion on the lane, however, coaches are still parking on the new turning zone, blocking residents entrance to their homes.

There is still a safety concern for pedestrians, including school children in Priory Lane.

Resolved:

1. That the report be noted.
2. That Councillors agreed to progress the proposed new coach bay parking area.

25.040 **RECREATION GROUND, ANTI SOCIAL BEHAVIOUR**

Councillors reviewed the level of anti-social behaviour occurring at the recreation ground and whether to keep the teenage shelter area.

Councillors noted that there was not as much litter, damage to Council property and noise pollution at the recreation ground. It was agreed that the request by Council to Thames Valley Police to have extra police presence in the area had made a difference.

Councillors agreed to keep the teen shelter at the recreation ground.

Councillors noted that there has been no extra police presence within the town centre and no extra measures have been taken on illegal parking within the High Street and other areas of the town. Councillors requested the Clerk to contact Police Constable Dickens again to see if more police presence could be had in the afternoon around the school and High Street, where the greatest amount of congestion and illegal parking occurs.

Councillors reviewed the possibility of placing new lighting at the Recreation Ground, but decided against this as there is no safe place put the lighting.

A reminder for residents and the Council to use the Thames Valley Police [reporting system](#) for vandalism or anti-social behaviour as it will be highlighted to the Burford policing department. If there is a crime in progress then call 999.

Resolved:

1. That the report be noted.
2. That Councillors agreed to keep the teen shelter in place.
3. That the Clerk will contact Thames Valley Police for more police presence in the High Street, with a request to attend the school pick up and drop off area, Priory Lane between 2.30pm and 3.30pm as well as the zig zag lines areas on the High Street between 5 and 6.30pm. WODC to request the bins to be locked again.

4. That there will be no new lighting installed at the Recreation Ground.

25.041 **NEW MEMORIAL BENCHES**

Councillors reviewed a request from a resident for a new memorial bench to be placed outside Swan Gallery.

Consultation of neighbouring residents has been sought by the Council and there was full agreement to the new bench.

Resolved:

1. That Councillors approved the new memorial bench.

25.042 **REPORT BACK FROM COUNCILLORS ON COMMITTEES**

Recreation Ground Committee

The Clerk noted that there is low water pressure at the Recreation Ground. It was advised to get a plumber to check for leaks.

There are still issues with the grass cutting contractors. Sections of the Recreation Ground are not being cut correctly.

There has been green waste dumped on the Recreation Ground that is believed to have come from residents with gardens adjacent.

Councillors approved the tree trimming work requested for emergency services.

Property and Assets Committee

Cllr Tunnell-Westmacott noted that there are several trees on Council land that need urgent work done to them. The Clerk noted that quotes were being sought for the tree work and a report on the matter will be submitted at next month's meeting.

Pavements in areas of the town are becoming a trip hazard. Cllr Bruce noted that the trip hazard outside the Tolsey has been reported to OCC three times now.

Climate Change Committee

Cllr Bruce and Cllr Craven had an informal visit to Community Forest Garden, Court Farm Allotments, Boults Lane, Old Marston, Oxford OX3 0PH. Arranged by Marcus Simmons with representatives from Bampton. It was interesting to see what a local community group has achieved and gave insights into possible options to create areas that help increase biodiversity within Burford.

Wildflower turf has been laid and is being taken care of by the Ground Maintenance team.

Resolved:

1. That the verbal updates be noted.
2. That the Clerk to contract a plumber for the Recreation Ground and provide permission for the Emergency Services tree trimming.
3. That the Clerk will contact residents to remove green waste.
4. That Cllr Bruce will report the trip hazard on the South side of the High Street.

25.043 **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.

25.044 **RFO REPORT**

The RFO presented the payments for May 2025.

Resolved:

1. That the report be noted.
2. That the payments for May 2025 were approved by Council.

25.045 **HEALTH AND SAFETY**

The Clerk presented the updated Risk Register and Risk Policy for review.

Councillors approved the Risk Register for 2025-2026.

Resolved:

1. That the report was noted.
2. That the Risk Register for 2025-2026 was approved.

25.046 **CORRESPONDENCE**

Primary School Sports Day – Burford Primary School requested use of the Recreation Ground on Wednesday 2nd July 2025 for their sports day.

A361 Motorbikes. A resident has written in to complain about the use of motorbikes for racing on the A361. Councillors suggested writing directly to Thames Valley Police.

A40 Pedestrians/Residents. Several residents are concerned about the speed of cars along the A40 in reference to the safety of pedestrians. The matter has now been passed on to OCC and the Council awaits to hear of their findings as to whether the speed limit needs to be reduced.

War Memorial. Due to correspondence regarding the War Memorial, the Council is reviewing the repair work done to re structure the wall surrounding the War Memorial in April 2025. A further report will be presented to Council at July's meeting.

Resolved:

1. That the report be noted.
2. That Councillors agreed to allowing Burford Primary School to use the northern side of the Recreation Ground for their sports day. A small risk assessment will be requested from them.
3. That the Clerk will respond to correspondence accordingly.

25.047 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Derry asked why does Burford not have a fete? There was a request to bring back the Burford dragon.
Cllr Taubenheim is looking into the matter.

Cllr Taubenheim requested plants for the community garden. The Clerk will liaise with Town Maintenance on the subject.

25.048 **SEALING OF DOCUMENTS**

The Council witnessed the sealing of the following documents:

1. The Head Lease of the Tolsey
2. The Sub Lease of the Tolsey between Burford Town Council and Burford Tolsey Museum and Archive.

It was Unanimously Resolved that:

1. The new Head Lease of The Tolsey to be made between The Official Custodian of Charities (as trustee of The Tolsey Charity) (1), The Tolsey Charity (2) and Burford Town Council (3) now produced to the meeting be and the same is hereby approved.
2. The Common Seal of the Council be affixed thereto (a) on behalf of The Official Custodian of Charities, (b) as sole trustee of The Tolsey Charity and (c) on its own behalf and Councillor J.Tunnell Westmacott and Councillor J. Rushton be and they are hereby authorised to witness the same. Duly sealed accordingly.
3. The new Sub-Lease of the museum exhibition room on the first floor of The Tolsey and the storeroom on the ground floor of The Tolsey to be made between Burford Town Council (1) and Burford Tolsey Museum and Archive (2) now produced to the meeting be and the same is hereby approved.
4. The Common Seal of the Council be affixed thereto and Councillor P. Higgs and Councillor J. Craven be and they are hereby authorised to witness the same. Duly sealed accordingly.

The meeting concluded at 9.15pm.

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

Appendix 1.**Payments for May 2025**

£138.00	AVA recreation Playground Cotswold Gate
£150.00	Windrush Press Annual Report Printing
£5,097.11	HMRC, Salaries and Pension May 2025
£112.50	Warwick Hall Booking for Town Meeting 2025
£78.89	A K Timms Ground Maintenance Pot Hole Cover, concrete, gloves
£120.00	Cleaner May 25 Invoice
£2,520.74	Zurich Insurance Premium 2025-2026 for Town Council
£46.73	Expenses for Apprenticeship May 2025
£3,055.20	McCracken & Sons Grass Cutting April 25
£5.55	Castle Water Cemetery May 2025
£62.00	Business Rates
£161.00	Hickmans Ground Maintenance Supplies
£45.98	Ground Maintenance Supplies Gardeners Dream
£210.00	Defibrillator Servicing Annual
£109.53	SSE Energy Electricity Extra Charge May 2025
£90.98	BT Phone and Internet For Office May 2025
£1,260.00	Treotech Tree Survey for Town
£54.69	Clerk Travel Expenses
8.14	Castle Water Tolsey May 2025

Total Expenditure: £13,327.04

Income for May 2025

£20.00	Burford Scouts Hut Lease 2025-2026
£125.00	Football Club Lease May 2025
£75.00	Donation VE Day
£800.00	Burial Fees
£277.45	Bank Interest

Total Income: £1297.45

Appendix 2.

Burford Town Council

Full Council Meeting Calendar for 2025/2026

2nd April 2025
7th May 2025
4th June 2025
2nd July 2025
6th August 2025
10th September 2025
1st October 2025
12th November 2025
3rd December 2025
7th January 2026
4th February 2026
4th March 2026

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