



Full Council – 2nd July 2025

ANNUAL COUNCIL MEETING OF THE BURFORD TOWN COUNCIL

**Held on Wednesday, 2nd July 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 S Palmer
Cllr C Silvester, Cllr D Derry and District Councillor H Ashton (WODC).
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: There were eleven members of the public present.

25.050 WELCOME AND APOLOGIES

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

Resolved:

Councillors reviewed and approved the reasons for absence.

25.051 DECLARATION OF INTEREST

Cllr Higgs declared an interest in Item 25.055, Payments for Mayor reimbursement.

25.052 MINUTES

The minutes of the Full Council meeting held on the 4th June 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 4th June 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.053 PUBLIC PARTICIPATION

The Council adjourned for this item.

During Public Participation, Members heard from residents of Cotswold Gate, Burford, regarding a development plan submission for West Oxfordshire District Council's Local Plan 2041. The land proposal is Deanfield Homes, situated to the west of Shilton Road, adjacent to Cotswold Gate development. See Agenda item 25.063 for more details.

Residents at the meeting were in objection to the submission of land for potential building. Concerns of residents included:

- The existing new Cotswold Gate development next to the proposed land parcel has not reached capacity. There are still vacant flats for sale at the development.
- The proposed land parcel is agricultural land, not a brownfield site.

- The proposed high-density development on the outer rim of the town, will create a Ribbon Development of Burford, stretching down toward Shilton. Burford may in time become a suburb of Carterton.
- Potential to change the environmental character of the area on the escarpment.
- Access from Shilton Rd to the A40 is already difficult. The development will create more congestion for the A40 and Shilton Rd.
- Local infrastructure already under pressure.
- No local supermarket or basic facilities present at Cotswold Gate.

Members also heard from several residents 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. The residents wished to convey their concerns to the Council.

Concerns included:

- Reduced parking of seven vehicle spaces may make resident parking more limited.
- Reduction of value of properties.
- Reduction in shoppers from around the area.
- Reduction in vehicle only tourists who provide monetary interest in the town.
- Lower High Street is congested already. Coaches parked on Lower High Street will increase congestion.
- The quality of living for Lower High Street residents is reduced by coach tourism parking.
- Requested an extraordinary meeting to discuss the matter further.
- The proposed 20-minute parking will not be monitored.
- Issues over dangerous turning of coaches on the High Street to be addressed.
- Insufficient room for fire engines to pass through easily.

Cllr Higgs thanked residents for their comments.

The Council reconvened.

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

District Councillor Ashton gave a report.

Local Plan

West Oxfordshire District Council has launched a public consultation to help shape the development of the new West Oxfordshire Local Plan 2041. The consultation runs from **26 June – 8 August 2025** and is focused on 3 elements:

- **A draft vision of West Oxfordshire in 2041:** a vision of WODC's ambitions for West Oxfordshire in 2041.
- **Revised objectives for the Local Plan:** key priorities that WODC believe will help us make our vision a reality.
- **Preferred Policy Options:** WODC's preferred policy approaches have been defined in order to address social, environmental and economic challenges and opportunities facing the district.

A consultation day on the Local Plan will be held on the 14th July from 4-8pm at the Warwick Hall. All residents are welcome to attend.

[Residents can take part in the consultation.](#)

Car Parking

A Guildenford car parking report has been submitted to the WODC Executive Committee. A meeting on the matter will be held at WODC on the 9th July.

Electric Vehicle Charge Points

WODC is liaising with suppliers to place EV charging points at Guildenford Car Park. Further information to follow.

Residents will soon be able to apply for an EV charging point on their street through the Cable Gully Scheme that WODC will be releasing in July 2025. Further information to follow.

Public Toilets

A review of Burford public toilets has finished. In due course, WODC will present their findings to the Town Council in terms of the cost and servicing of the toilets.

The Council has been asked to consider the possibility of taking over the servicing of the toilets. Councillors agreed that the Council would need the financial data on the cost of running the toilets before any consideration was made.

Local Government Re-Organisation in Oxfordshire

Residents are invited to share their views on how local government should look in Oxfordshire following local government reorganisation. There are three possible options:

Option 1 – One authority

Oxfordshire County Council is proposing a single unitary authority using the existing county council boundary: [One council: Your Oxfordshire | Let's Talk Oxfordshire](#)

Option 2 – Two authorities

South Oxfordshire, Vale of White Horse, Cherwell and West Oxfordshire are proposing a model with two unitary authorities using the existing Cherwell, West Oxfordshire and Oxford City to create one authority (Oxford and Shires) and a second authority being created with the existing South Oxfordshire, Vale of White Horse and West Berkshire boundaries: [Home - Two Councils](#)

Option 3 – Three authorities

Oxford City Council is proposing a three-unitary model, incorporating a 'Greater Oxford' unitary with extended borders, as well as a Northern Oxfordshire council, comprising the remainder of the Cherwell and West Oxfordshire areas, and a Ridgeway council, with the rest of Vale of White Horse, South Oxfordshire and West Berkshire: [A greater Oxford | Oxford City Council](#)

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

Part Time Lighting Consultation

Oxfordshire County Council are consulting on a framework whereby Parish and Town Councils can apply for part-time lighting in their local area. This framework will work in a similar way to that of the 20mph implementation. [Part-night lighting and street lighting policy | Let's Talk Oxfordshire](#)

Resolved:

1. That the report was noted.
2. That the Clerk will attend WODC meeting regarding car parking.
3. That the Clerk will review Burford strategy on the Local Plan consultation and review the document with Councillors. Submission of report from Council will be submitted by the end of July 2025.
4. That Burford Town Council will report on the three consultations on offer regarding Local Government reform within the month.
5. That the Clerk will look to comment on behalf of the Council on the Part Time lighting consultation.

25.055 FINANCE

The RFO presented a finance report for first quarter 2025-2026.

Resolved:

1. That the report was noted.
2. That Councillors reviewed and approved the quarterly budget report.
3. That Councillors reviewed and approved the payments for June 2025.

25.056 TREE WORK

The Clerk was unable to present the quotes for new tree work as not all had been submitted.

A review will be made at the next Full Council meeting.

25.057 **BURFORD BRIDGE**

OCC has taken responsibility for the safety of the Bridge in Burford. Councillors reviewed the latest plan proposals from OCC regarding pedestrian pavement improvement work to the bridge.

Several Councillors questioned the need for the new work however the work had been approved both by the Council and County Council on safety grounds. (Minutes April, Item 25.218).

25.058 **GRANT APPLICATION**

The Clerk presented a grant application from Oxfordshire Army Cadet Force - Burford Detachment.

Councillors reviewed and approved the grant application.

Resolved:

1. That the report was noted.
2. That Councillors agreed to approve the grant application to Burford Cadets for £200.

25.059 **WAR MEMORIAL, HIGH STREET**

Cllr Higgs briefed the Council on the advice given to Council regarding the recent repair work on the War Memorial.

Councillors decided that adjustments to the new repair work were unnecessary and expensive.

Resolved:

1. That there will be no changes to the new repair work to the War Memorial.

25.060 **BOWLS CLUB**

Cllr Rushton briefed Councillors on the problems facing the Bowls Club.

The Club has a lack of water for their green. In the hot whether the grass has been dying as current water supply does not have enough pressure to cover the whole green.

A request from the Bowls Club has been submitted to Council to go ahead with plans to have their own supply of water from Tanners Lane.

Councillors agreed to this request with the condition that the Club puts back the area in the state of repair that they found it.

The Clerk requested Council to discuss the new Bowls Club lease in regards to rent. Councillors agreed to continue with the existing arrangement for rent.

Resolved:

1. That the report was noted.
2. That Councillors agreed to permit the Bowls Club to go ahead with work related to water supply if needed.
3. That Councillors agreed for the rent within the new lease of the Bowls Club be an annual £20 rent and the payment of the annual water bill.

25.061 **OFFICE SECURITY**

New measures have been put in place to tighten office security for staff of the Council.

Councillors agreed to have an appointment only system for the Council and an entry video doorbell.

Resolved:

1. That the Council approved a change in office opening regulations.

25.062 CIVILITY AND RESPECT PLEDGE

The Clerk asked Councillors to sign the Civility and Respect Pledge which stands up against poor behaviour across the public sector and in the public domain.

Councillors and staff have the right to carry out their civic duties and work without fear of being attacked or harassed.

Resolved:

1. That Councillors agreed to sign the Civility and Respect Pledge.
2. That the Clerk will put the pledge on the Council website and submit to the national Civility and Respect website.

25.063 REPORT BACK FROM COUNCILLORS ON COMMITTEES**Planning Committee**

Local Plan 2041, Shilton Rd Development Land Parcel Proposal

Councillors discussed the development plan site submission, Deanfield Homes, land off Shilton Road, for West Oxfordshire District Council's Local Plan 2041.

Cllr Ashton briefed Councillors on the history of the application.

In 2023 the application was submitted within Carterton parish but not presented to Burford Town Council for site review in 2024. The site is now being reviewed by the Council and a report will be submitted to WODC Local Plan consultation, as part of a conclusive review of sites in Burford that was submitted to WODC in 2024.

Cllr Ashton noted that the Executive Committee at WODC would need to consider the following for the site: A major development proposal for land at the edge of Burford would need to present convincing evidence that development in this location is necessary to meet identified housing needs. Does Burford need another 100 homes and if so, do they need to be built along Shilton Rd?

WODC Planning has previously refused permission for development to the south of Burford, but permission was subsequently allowed at appeal.

The governments National Planning Policy Framework proposed reforms, have requested district councils to accelerate the rate of delivery of new homes in the forthcoming years. The government however has not provided more funding for essential infrastructure and services that this accelerated delivery of development would bring.

In this context, the above site may become a speculative development, gaining approval, like Cotswold Gate, from the Planning Inspectorate, against local wishes.

The proposed site does not adequately reflect the climate change guidance in the Government's National Planning Policy Framework. Most concerning, it does not tie in with the NPPF recommendations for sites in regard to Climate Change;

- Item 161 – *'It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure.'*

Cllr Rushton noted the concern raised in regard to Ribbon Development - building housing developments along the main public roads of Burford.

The concerns consist, as stated in the Ribbon Development Act of 1935 and the Country Planning Act of 1990:

- Increased congestion on main roads surrounding Burford, primarily the A40 and Shilton Road. This

would be due to slower vehicles from homes moving into fast moving commuter vehicles on main roads.

- A needlessly high cost of providing services for this development, where sites already submitted for the Local Plan are closer to the central town and can access services.
- An increased number of service connections under the main roads, with consequent detriment to the surface. This will cause more expensive road repairs and disruptions on main roads.
- Difficulties in connection with the provision of schools and communal buildings for the occupants of the houses on ribbon developments. May cost more in public services to provide extra services to new development.
- The proposed development stands disconnected from the central town of Burford. It is a mile away from town, taking at least 20 minutes to walk to the closest food shop.

Cllr Rushton noted that the existing Cotswold Gate development already has anti-social behaviour problems and has become, to a certain extent, a dormitory development.

Councillors reviewed the evidence and voted against the site. Council agreed that the site was too far outside of the town and that it impinged on the countryside south of Burford. The Council believes that there are several other land parcel submissions for Burford that would be more suitable to meet the needs of existing residents and new residents.

Planning Application 25/01470/HHD/25/01471/LBC

Cllr Taubenheim presented the planning application for June 2025 to Council.

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

Resolved:

1. That the report be noted.
2. That Councillors objected to the site submission, Shilton Rd. A report on this decision will be submitted by the Clerk to WODC by the 10th of July 2025.
3. That Councillors approved the planning application for June.

Recreation Ground Committee

Councillors approved the urgent tree work on the two pine trees at the recreation ground. The contractual work will be undertaken by McCrackens for £384.00.

The football club still has belongings at the Pavilion.

There is still some anti-social behaviour occurring at the recreation ground, however the police are now patrolling the area and there has been no further damage to Council property.

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

Cllr Silvester noted that Burford primary school had a very successful sports day at the recreation ground.

Resolved:

1. That the verbal report be noted.
2. That Council approved the urgent removal of two dead pine trees at the recreation ground.
3. That Cllr Taubenheim will liaise with Football Club to remove the equipment for the Pavilion.
4. That Cllr Tunnell-Westmacott will liaise with McCrackens to resolve the incorrect grass cutting of the recreation ground.

Traffic and Highways Committee

Illegal parking and access issues of Coaches is ongoing. Coaches have been seen to be driving down Barns Lane that has a 7 ½ weight limit. Coaches are also driving down Tanners Lane which is too narrow to hold coaches. Illegal parking is still occurring on several streets in the town. The Council is addressing the issue and it will be discussed in September 2025.

Tarmac has been repaired in front of the Tolsey to resolve the trip hazard however the tarmac is not goldmac. The Council has complained and asked to be rectified.

Resolved:

1. That the verbal update be noted.
2. That the Clerk will notify OCC of loading bay repair work needed on Priory Lane.

Property and Assets Committee

Cllr Tunnell-Westmacott noted that it would be nice to see Businesses helping to present their shop fronts in a tidy fashion. This includes weeding and keeping trim and tidy any foliage on their premises.

Resolved:

That the verbal report be noted.

Pavillion Advisory Committee – 25th June 2025

A report on the Pavilion Advisory Committee was given by Cllr Taubenheim.

The Committee presented the Strategy Management Plan for the project which had been approved by the Committee.

The Committee presented the overarching Mission Statement for the project.

Mission Statement for the Burford Sports Facilities

To provide a vibrant, all-inclusive community provision that fosters a love for sport and physical activity, skill development, and teamwork; encouraging everyone to reach their full potential, by providing accessible, safe and enjoyable facilities for all ages and abilities. To provide a facility which the community can engage with. Providing a variety of sociable activities, generating a greater ability for the community to bond, interact and support mental well-being.

Councillors reviewed and approved the Mission Statement.

Cllr Derry noted to Council that there will be a Town Council consultation ‘Have Your Say’ day on the 25th September between 4-8pm. It was agreed that there would be a formal presentation to the public held twice, one at 5pm and one at 7pm.

Cllr Rushton recommended to Committee to involve the schools as much as possible within the consultation period.

Resolved:

1. That the report was noted.
2. That Councillors approved the Mission Statement for the project.
3. That Councillors approved the Town Meeting Consultation day for 25th September 2025, at the Warwick Hall, between 4-8pm.

25.064 **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.

Cllr Higgs noted that the Council met with the police along with neighbouring parishes. A Neighbourhood Action Group will start, the first meeting will be held on the 6th October in Carterton.

Resolved:

1. That the report and verbal update be noted.
2. That Cllr Palmer and Cllr Rushton will attend the Neighbourhood Action Group meeting.

25.065 **POLICIES**

The Council reviewed the following policies.

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

Councillors approved the policies.

Resolved:

1. That the report be noted.
2. That the policies Lone Working Policy, Vexatious Complaints Policy, Code of Conduct and Volunteers Policy were approved.

25.066 **HEALTH AND SAFETY**

There was no Health and Safety matters to discuss at the meeting.

25.67 **STAFFING MATTERS (CONFIDENTIAL)**

Council discussed staffing matters.

Resolved:

That Councillors undertake the actions detailed in Confidential Report C256801

25.68 **CORRESPONDENCE**

There was no correspondence to discuss at the meeting further to what was presented at the Public Presentation session.

25.069 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Derry will investigate parking on Witney Street.

Cllr Derry and Cllr Taubenheim will speak with several shops regarding waste on the High Street.

Cllr Taubenheim noted the Community Garden has been newly planted.

25.070 **SEALING OF DOCUMENTS**

There was no sealing of documents.

The meeting concluded at 10pm.

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

Appendix 1.

Payments for June 2025

07.07.2025	£66.38	Phone Bill Office June 2025	BT
04.07.2025	£42.00	NALC Training Webinar Clerk	NALC
04.07.2025	£166.99	Door Bell and New Signs for Office Reimbursement	Individual
04.07.2025	£19.38	Speed Sign Cable Replacement Stocksigns Ltd	Stocksigns Limited
04.07.2025	£300.00	Internal Auditor Fee 2024 - 2025	Individual
04.07.2025	£136.29	PATA Payroll Services April, May June 2025	PATA Payroll
01.07.2025	£120.00	Cleaner June 2025	Cleaner
27.06.2025	£89.99	Mesh Wifi system for Office Tolsey Building	Individual
23.06.2025	£8.32	Castle Water Tolsey May 2025	Castle Water
23.06.2025	£101.54	Castle Water Recreation Ground May 2025	Castle Water
20.06.2025	£2,839.20	McCracken & Sons Grass Cutting June 2025	McCrackens & Sons Ltd
18.06.2025	£2,089.15	WODC Waste Collection Bins Rec April to September 25	West Oxfordshire District Council
13.06.2025	£8.32	Castle Water Cemetery June 2025	Castle Water
09.06.2025	£360.00	Cotswold Connect CCTV Camera Service Annual	Cotswold Connect
30.06.2025	£5,097.11	HMRC PAYE & NIC Payment June 2025	HMRC
04.07.2025	£197.76	Equipment Hire for Wildflower Meadow	Hickmans
04.07.2025	£145.00	Phone for Office Door Bell	Individual
04.07.2025	£76.38	General Ground Maintenance Expenses	AK TIMMS
02.06.2025	£62.00	WODC Business Rates	WODC

Total Expenditure: £11,925.81

Income for June 2025

30.06.2025	£400.00	Exclusive Right of Burial Purchase
24.06.2025	£3,316.81	HMRC VAT Refund January to March 2025 Fourth Quarter
21.06.2025	£100.00	Bench Memorial Administration
21.06.2025	£400.00	Donation Memorial Bench
13.06.2025	£500.00	Exclusive Right of Burial Purchase and Ashes Internment
10.06.2025	£124.58	Interest HGV June 2025
10.06.2025	£144.59	Interest Reserves June 2025
09.06.2025	£396.91	SERFCA Cadet Hut First Quarter 2025-2026
02.06.2025	£200.00	Memorial Stone Fee
01.06.2025	£125.00	Clanfield FC Football Club Lease June 2025

30.06.2025	£400.00	Exclusive Right of Burial Purchase
24.06.2025	£3,316.81	HMRC VAT Refund January to March 2025 Fourth Quarter
21.06.2025	£100.00	Bench Memorial Administration
21.06.2025	£400.00	Donation Memorial Bench
13.06.2025	£500.00	Exclusive Right of Burial Purchase and Ashes Internment
10.06.2025	£124.58	Interest HGV June 2025
10.06.2025	£144.59	Interest Reserves June 2025
09.06.2025	£396.91	SERFCA Cadet Hut First Quarter 2025-2026
02.06.2025	£200.00	Memorial Stone Fee
01.06.2025	£125.00	Clanfield FC Football Club Lease June 2025

Total Income: £5,707.89

Appendix 2.

PLANNING June 2025

CONSULTATION

Deadline: Please send me your comments by: 18th July 2025.

APPLICATION NO: 25/01470/HHD

PROPOSAL: Removal of existing kitchen and bathroom. Erection of single storey link extension to enclose courtyard and conversion of outbuilding to provide additional living space. Construction of first floor extension to create ensuite for bedroom 2.

Town and Country Planning Act

APPLICATION NO: 25/01471/LBC

PROPOSAL: Removal of existing kitchen and bathroom. Internal and external alterations to include erection of single storey link extension to enclose courtyard and conversion of outbuilding to provide additional living space.

Construction of first floor extension to create ensuite for bedroom 2 and changes to ground and first floor layout.

Planning (Listed Building and Conservation Areas) Act

LOCATION: Cartref 21 Witney Street Burford

APPLICANT: P Bigwood

REGISTERED: 18th June 2025