



Full Council
Meeting of Burford Town Council
Wednesday 6th August 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 30.07.2025.

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 2nd July 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. COACH PARKING

To discuss Lower High Street coach parking consultation and draft proposal.

6. COMMITTEE MEMBERS

To present an external applicant for co-option to the Pavilion Advisory Committee.

To acknowledge resignation of Cllr Higgs from Staffing Committee

To appoint new Chairperson for Staffing Committee

To propose co-option of Cllr Craven to Traffic Committee

To acknowledge resignation of District Cllr Ashton from Planning Committee

7. OXFORDSHIRE COUNTY COUNCIL REPORT

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

8. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT

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

9. FINANCE

- a) Internal Controls Quarterly
- b) Additional Signatories Approval
- c) Review Reserves First Quarter 2025-26
- d) Payments July 2025

10. TREE WORK

To review quotes for new tree work.

11. BONFIRE & FIREWORKS

To review ownership of bonfire project.

12. TWINNING 25TH ANNIVERSARY

To review potential ceremonial anniversary options.

13. HELAA SUBMISSION & LOCAL PLAN 2041 REPORT

To review Feedback Report, Shilton Rd, for the West Oxfordshire Housing and Employment Land Availability Assessment (HELAA) as part of the WODC 2021-2041 Local Plan.

To review Feedback Report for Burford Town Council on the Local Plan 2041 consultation.

14. HIGHWAYS

To review and consider new yellow box on A40/Shilton Road.

15. WASTE

To consider green waste bins for the Council.

16. REPORTS OF COMMITTEES

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

- **Planning Committee**
- **Recreation Ground Committee**
- **Cemetery Committee**
- **Traffic Committee**
- **Climate Change Committee**
- **Environmental Committee**
- **Pavilion Advisory Committee**
 - Approve date of Council Open House event, 15th October 2025

17. MAYOR'S CIVIC REPORT

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

18. CIVIC ENGAGEMENT

To review request from Oxfordshire Provincial Grand Lodge.

19. HEALTH & SAFETY

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

20. STAFFING (CONFIDENTIAL)

21. CORRESPONDENCE

- To receive and note any correspondence.
- Wedding Hire Request, Recreation Ground
 - Post Box, Cotswold Gate

22. QUESTIONS TO THE CHAIR OF THE COUNCIL

Questions to the chair concerning the business of the council.

23. SEALING OF DOCUMENTS

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

C. Edgar Hiatt

Town Clerk

