



Full Council – 6th August 2025

**FULL COUNCIL MEETING OF THE
BURFORD TOWN COUNCIL**

**Held on Wednesday, 6th August 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 D Cotterill, Cllr D Derry, Cllr P Bruce and District Councillor H Ashton (WODC).
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: There were four members of the public present.

25.071 WELCOME AND APOLOGIES

Apologies for absence were received from Cllr C Silvester and County Councillor N Field-Johnson (OCC).

Resolved:

Councillors reviewed and approved the reasons for absence.

25.072 DECLARATION OF INTEREST

There were no declarations of interest.

25.073 MINUTES

The minutes of the Full Council meeting held on the 2nd July 2025 were received. The Clerk noted to Councillors of a minor change to the Public Participation section.

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 July 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.074 PUBLIC PARTICIPATION

The Council adjourned for this item.

During Public Participation, Members heard from residents of Sheep Street, Burford, regarding a submission for West Oxfordshire Housing and Employment Land Availability Assessment for District Council. See Agenda item 25.082 for more details.

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

- Town services such as the school and surgery are already at full capacity.
- Sheep Street and Tanners Lane will become busy side streets due to the development.
- Sheep Street has a tendency to flood in the area of the proposed development.

- The proposed land parcel is agricultural land, not a brownfield site.
- Will make a change to the environmental character of the area within a National Landscape designated area.
- Local infrastructure already under pressure.

Members also heard from a business owner of Burford regarding Coach parking in the town.

Speaking on behalf of many retailers of the Town, the member of the public noted to Council that retailers were keen to keep coaches visiting the town and supported the existing Priory Lane coach park. It was noted that tourists support the shops and businesses in the town and were a vital part of the economy of the town.

The business owner also noted that retailers would be happy to see a drop off and pick up coach stop in the town with a coach park outside the town for coaches to stay whilst tourists spend time in the town.

Cllr Higgs thanked residents and business owner for their comments.

The Council reconvened.

25.075 **PROPOSED NEW COACH PARK AREA, LOWER HIGH STREET**

The Mayor presented to Councillors the findings of lower High Street public consultation regarding the proposal for a new coach park area on the lower High Street.

Members reviewed the feedback from the consultation. Cllr Higgs proposed a motion to reject the proposal based on the weight of opposition by residents to the proposal. Cllr Rushton seconded the motion.

Councillors voted unanimously to reject the proposal.

Resolved:

1. That the report was noted.
2. That Councillors voted to go no further with the proposal of a new coach parking space on the lower High Street.

25.076 **COMMITTEE MEMBERS**

The Clerk put forward a request for the co-option of Mr Ian Spicer to the Pavilion Advisory Committee as an external member.

Councillors considered the nomination and accepted.

Due to legal regulations, it was noted that Cllr Higgs could not be Chair of the Staffing Committee and formally resigned from the committee.

Councillors considered the appointment of a new Chair for the Staffing Committee. Councillors voted unanimously for Cllr Craven to be the Chair of the Staffing Committee.

Councillors considered the co-option of Cllr Craven to the Traffic Committee. Councillors voted unanimously for Cllr Craven to be co-opted to the Traffic Committee.

Cllr Ashton requested to resign from the Planning Committee. Councillors noted the resignation.

Cllr Rushton noted her resignation from the Burford School Foundation as a Town Council appointed trustee. Council will review a further nomination in November's meeting.

Resolved:

1. That the verbal report be noted.
2. That Council approved the co-option of Mr. Ian Spicer to the Pavilion Advisory Committee.
3. That Cllr Higgs resigned from the Staffing Committee.

4. That Cllr Craven was voted in as Chair of Staffing Committee for the rest of year 2025-2026.
5. That Cllr Craven was co-opted as a member of the Traffic Committee.
6. That District Council Cllr Ashton resigned from the Planning Committee.
7. That the Clerk will update the Committee Members List and inform Mr Spicer.

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

District Councillor Ashton gave a report.

Car parking

District Cllr Ashton and two members of Council discussed possible land development opportunities for car parking and housing development with a landowner of Burford

Traffic

District Cllr Ashton noted acknowledgment of the Council's request for a Traffic Advisory Committee for Burford with partner representatives from Oxfordshire County Council, West Oxfordshire District Council and the police.

Flooding Issue Guildenford Car Park

District Cllr Ashton noted that he is reviewing the flooding project for Guildenford car park with WODC and is reviewing possible sensors placed upstream in the river at key areas to help with notification of flooding. He is also pushing for a hydrological survey for the car park.

Cllr Ashton noted the grant funding for shop front improvement for up to £1,000 run by WODC which opens in September 2025.

Community Infrastructure Levy

A CIL charge on new developments in Oxfordshire will be in place by 2026.

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

Burford Bridge

Pedestrian improvements to the bridge are being processed and have been approved by OCC.

Resolved:

1. That the reports were noted.

25.078 **FINANCE**

The RFO presented a finance report for July 2025.

Resolved:

1. That the report was noted.
2. That Councillors reviewed and approved the signed Internal Controls report first quarter 2025-26.
3. That Councillors approved the additional signature rights for Cllr Craven to be added to banking.
4. That Councillors reviewed and approved reserves balance first quarter 2025-26.
5. That Councillors reviewed and approved the payments for July 2025.

25.079 **TREE WORK**

The Clerk presented a report on the three quotes received for tree work maintenance on Council land.

Councillors reviewed the report and voted to appoint McCrackens & Sons Ltd. to carry out the work.

Resolved:

1. That the report was noted.
2. That Council approved McCrackens & Sons Ltd quote of £11,028 and contracted them to carry out the work.
3. That Council will appoint Bear Trees to carry out the rot investigation on Sycamore tree in the Churchyard.

25.080 BONFIRE AND FIREWORKS NIGHT

The RFO presented a report on Bonfire and Fireworks event.

Councillors agreed to continue to offer the use of Westfield for the Bonfire and Fireworks event on the 5th November 2025.

There will be a Council review of the event in March 2026 in collaboration with the Bonfire and Firework Community Group.

Resolved:

1. That the report was noted.
2. That the Town Council will offer Westfield again this year for Bonfire and Fireworks event.
3. That the Clerk will set up an Events Policy and send the required documentation to the Bonfire and Fireworks Community Group for event set up.

25.081 TWINNING 25TH ANNIVERSARY

Councillors received a verbal report from Cllr Cotterill on possible exchange events to celebrate the 25th anniversary of the twinning of Burford with Potenza Picena, Italy.

Resolved:

1. That the verbal report was noted.
2. That a twinning celebration event will be discussed further with the possibility of a visit from Potenza Picena during the Burford Festival 2026 and representatives from Burford Town Council and residents visit Potenza Picena for the Grappolo d'Oro in 2026.

25.082 HELAA SUBMISSION & LOCAL PLAN 2041 REPORT

Councillors reviewed the HELAA Submission report and the response to Local Plan Preferred Policy Options Report 2041 from Council to WODC.

Cllr Higgs responded to the public explaining the situation with both reports.

The call for sites for development (HELAA Submission) was made by WODC as part of the early stage of the new Local Plan 2041. The Town Council was informed, as a consultee on planning matters, and the Council responded to WODC out of courtesy. The Council response on the sites, is based on a set of criteria, including the suitability of the site for new development within Burford Conservation area and the National Landscape. Other considerations include distance from services of the town, including doctors' surgeries, post office and convenience stores as well as biodiversity impact and traffic considerations.

This is the first stage and does not include public consultation. The call for sites has now closed, and WODC will consider all the sites, and they will recommend some to be included in the plan. To note that the Sheep Street site has been in the SHLAA and SHELAA for over 16 years as a suitable site for development, however the landowners did not wish to develop the land until now. A detailed study of the ability of local services to support any development is assessed at the planning application stage.

The sites put forward and commented on ~~agreed~~ by WODC for the Local Plan 2041 will then go out to public consultation as part of the emerging Local Plan 2041. The public consultation on the draft HELAA and WODC's Preferred Site Options will take place in October 2025.

There has been a public consultation on the Local Plan Preferred Policy Options Report 2041 for residents to take part in.

Report:

1. That the verbal report be noted.
2. That Councillors reviewed and approved both the HELAA response to site, Shilton Road, Burford and response to the Local Plan Preferred Policy Options Report 2041.

Members of the public and Cllr Ashton left at 20.16.

25.083 HIGHWAYS

Cllr Higgs proposed to Council a request to OCC, to place a yellow box junction on the A40 adjacent to the exit to Shilton Road.

Cllr Derry requested a yellow box junction to be placed on the High Street at the corner of Priory Lane.

Councillors agreed to investigating the matter further with OCC in order to gage the cost of the project and the process for Town Council to request the action to County Council. The request will also be logged on the draft Strategic Traffic Plan.

Resolved:

1. That the verbal report be noted.
2. That Cllr Higgs will investigate the matter further with OCC.

25.084 WASTE

Councillors agreed to implementing a green waste scheme for the ground maintenance department of the Council.

25.085 REPORT BACK FROM COUNCILLORS ON COMMITTEES

Planning Committee

Cllr Taubenheim presented the planning application 25/01532/HHD to Council.

Councillors approved the planning application. (Appendix 2).

Resolved:

1. That the report be noted.
2. That Councillors approved the planning application for July 2025.

Recreation Ground Committee – 21 July 2025

Cllr Rushton presented a report on the Recreation Ground to Council.

There is still some anti-social behaviour occurring at the recreation ground with stones removed from stone walls.

Cllr Rushton noted that there is flooding at the recreation ground car park in several areas especially in front of the Cadet area. Further investigation on how to treat the flooding will be done.

The Chair of the Recreation Ground Committee presented the above minutes to Council and moved their acceptance. All Members were in agreement.

Resolved:

1. That the verbal report be noted.
2. That the minutes of the Recreation Ground Committee meeting held on the 21 July 2025 were received and any recommendations therein approved.

Property and Assets Committee

Cllr Tunnell-Westmacott presented a report for the Property and Assets Committee.

Resolved:

1. That the verbal report be noted.
2. That Cllr Higgs will investigate lime tree work with OCC on the hill.
3. That Cllr Tunnell-Westmacott will write again to listed building consent department at WODC in regard to damage of cobbles outside Huffkins.

Pavillion Advisory Committee

The Clerk requested Councillors to consider a new date for the Pavilion public consultation.

Councillors approved a Pavilion Town Council consultation 'Have Your Say' day on the 24th September between 5-7pm.

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 Town Meeting Consultation day for 24th September 2025, at the Warwick Hall, between 5-7pm.
3. That Councillors approved a new subscription of £30 a month to Smart Survey for the consultation.

25.086 **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 his intention to resign as Mayor and will formally write to the Clerk with his resignation within the month.

Resolved:

1. That the report and verbal update be noted.

25.087 CIVIC ENGAGEMENT

Councillors agreed to have the Oxfordshire Provincial Grand Lodge lay a wreath at Remembrance Day this year in collaboration with Burford Wychwood lodge.

Resolved:

That Oxfordshire Provincial Grand Lodge will take part in the Burford Remembrance Day.

25.088 HEALTH AND SAFETY

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

25.89 STAFFING MATTERS (CONFIDENTIAL)

Council discussed staffing matters.

Resolved:

That Councillors undertake the actions detailed in Confidential Report C251108

25.90 CORRESPONDENCE

Council received correspondence on various issues within the town, which was received and noted.

Resolved:

1. That correspondence was received and noted.
2. That the Clerk will respond to correspondence accordingly.

25.091 QUESTIONS TO THE CHAIR OF THE COUNCIL

Cllr Derry requested to Council to ask County Council to provide a report on the amount of traffic wardens that visit the town. Report to include when, for how long and how many tickets given. This item will be placed on the Agenda for September.

25.092 SEALING OF DOCUMENTS

There was no sealing of documents.

The meeting concluded at 9.40pm.

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

Appendix 1.**Payments for July 2025**

08.08.2025	£222.30	Pyrotec Repair of Electrical Fire Alarm System Office	Pyrotec
08.08.2025	£24.81	Ground Maintenance Expenses July 25	Hickmans

08.08.2025	£153.60	Grant of Exclusive Right of Burial Book	Shaw & Sons Limited
08.08.2025	£600.00	Netwise Website and Email Provider Hosting Council Subscription 25-26	Netwise UK
08.08.2025	£35.00	Registration Fees Land Registry Recreation Ground	John White
08.08.2025	£65.94	BT Phone Bill July 2025	BT
08.08.2025	£5,676.96	HMRC PAYE & NIC Payment July 2025	HMRC
08.08.2025	£130.80	Executive Safety Fire Extinguisher Check Office 2025	Executive Safety Solutions Ltd
08.08.2025	£495.00	HM Land Registry Fee Submission of Recreation Ground 2025	H M Land Registry
08.08.2025	£3,623.22	Fireworks for Bonfire Night 2025	Phoenix Fireworks Ltd
04.08.2025	£101.29	Electricity Pavilion April to July 25	SSE Energy Solutions
04.08.2025	£385.00	Electricity April to July 2025 Tolsey Office	SSE Energy Solutions
30.07.2025	£18.00	Training Clerk SLCC	SLCC Enterprises Ltd
30.07.2025	£115.20	Mailbox Rent for Administration	Netwise UK
22.07.2025	£2,839.20	McCracken & Sons Grass Cutting June 2025	McCrackens & Sons Ltd
18.07.2025	£5.55	Castle Water Tolsey Water June 2025	Castle Water
18.07.2025	£5.55	Castle Water Cemetery June 2025	Castle Water
16.07.2025	£96.18	Castle Water Recreation Ground June 2025	Castle Water
14.07.2025	£51.76	Office Stationary Expenses	Lyreco UK Limited
01.08.2025	£46.98	Ground Maintenance Expenses July 25	A K Timms
01.07.2025	£62	Waste	WODC
01.08.2025	£120	Office Cleaner July 2025	Gortek
08.08.25	£29.78	Defibrillator Replacement Registration Sticker	Turtle Engineering
08.08.25	£1,008	External Audit 25-26	Moores
08.08.2025	£200	S137 Grant 2025-26	Burford Cadets
08.08.25	105.6	Ground Maintenance Expenses July 25	A K Timms

Total Expenditure: £16,217.72

Income for June 2025

25.07.2025	£100.00	31.07.2025	H M Land Registry Refund of Registration Fee for Cemetery	H M Land Registry
10.07.2025	£120.71	31.07.2025	Interest HGV Account July 2025	TSB Bank
07.07.2025	£140.11	31.07.2025	Interest Reserves July 2025	TSB Bank
03.07.2025	£865.55	31.07.2025	Bowls Club Water Fee and Lease 2024 to 2025	Bowls Club
02.07.2025	£125.00	31.07.2025	Clanfield FC Football Club Lease July 2025	Clanfield FC. Football Club

Total Income: £1351.37

Appendix 2.

Planning for July 2025

APPLICATION NO: 25/01532/HHD

PROPOSAL: Replace garage and conservatory with single storey extension. Replace uPVC windows and doors with painted timber.

Town and Country Planning Act

LOCATION: Southwolds 22 Tanners Lane Burford

APPLICANT: Mr Marcus Newman

REGISTERED: 7th July 2025

DRAFT