



**Full Council**  
**Meeting of Burford Town Council**  
**Wednesday 1<sup>st</sup> October 2025, 7pm**  
**Council Chamber, The Tolsey, 126 High Street, Burford**

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

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](mailto: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 10<sup>th</sup> September 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. CO-OPTION**

To appoint a new Chair for the Traffic Advisory Committee.

To co-opt Mr Ken Gray to the Traffic Advisory Committee.

To formally acknowledge Cllr Bruce's resignation from Council.

**6. OXFORDSHIRE COUNTY COUNCIL REPORT**

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

**7. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT**

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

**8. PUBLIC CONVENIENCES**

To review the proposed asset transfer of the public toilets in Burford from District Council to Town Council.

**9. TEMPORARY CAR PARK**

To review the proposal put forward by the Traffic Advisory Committee to have a temporary car park on the field adjacent to Guildenford Car Park.

**10. GUILDENFORD CAR PARK, SEGMENTING**

To review the segmenting TRO that will be put forward by WODC and prepare a consultation response to District.

**11. HGV CONSULTATION**

To receive a report from the Traffic Advisory Committee and consider holding an emergency meeting of Full Council in October to approve Burford's response to HGV traffic routes.

**12. SPEED LIMIT REDUCTION CONSULTATION (CONFIDENTIAL)**

**13. REMEMBRANCE SUNDAY**

To approve the changes in logistics agreed at the Traffic Advisory Committee meeting on the 22<sup>nd</sup> September 2025.

**14. FOOTBALL CLUB**

To consider the approval of a further football team using the recreation ground pitch.

**15. REPORTS OF COMMITTEES**

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

- **Planning Committee**
- **Recreation Ground and Pavilion Committee**
- **Cemetery Committee**
- **Traffic Committee – 22<sup>nd</sup> September 2025**
- **Climate Change Committee**
- **Environmental Committee**
- **Pavilion Advisory Committee**

**16. MAYOR'S CIVIC REPORT**

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

**17. FINANCE**

- a) Budget Quarterly Review
- b) Internal Controls Quarterly
- c) September Payments
- d) Insurance, Pavilion
- e) Staff Communication
- f) Charity Update

**18. TOWN CLERK & RFO, CILCA**

To receive confirmation that the Clerk & RFO has been awarded CILCA qualifications.

**19. HEALTH & SAFETY**

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

**20. CORRESPONDENCE**

To receive and note any correspondence.

- Post box, High Street

**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**