



Full Council
Meeting of Burford Town Council
Wednesday 10th September 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 25.07.2025.

AGENDA

1. ELECTION OF TOWN MAYOR

To note Cllr Higgs formal resignation as Mayor.

To elect a new Town Mayor of the Council for the remaining civic year 2025-2026. The Town Mayor will then make the statutory declaration of acceptance and address the Council outlining their plans for the remaining year.

2. APOLOGIES FOR ABSENCE

Councillors who are unable to attend the meeting should notify the Clerk prior to the meeting, stating the reason for absence.

3. 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).

4. MINUTES

To approve and adopt the minutes of the council meeting held on 6th August 2025 in accordance with Standing Order 12.

5. 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.

6. OXFORDSHIRE COUNTY COUNCIL REPORT

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

7. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT

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

8. CO-OPTION OF MEMBER

9. COMMITTEE MEMBER LIST, UPDATED

To approve the recently updated Committee Member list for the civic year 2025-2026.

10. EXTERNAL AUDITORS REPORT

11. FINANCE

- a) Staff Communication for Clerk
- b) Payments August 2025
- c) Bank Resolution

12. TRAFFIC WARDEN REPORT

To receive a traffic warden report from District Council.

13. GROUND MAINTENANCE

To discuss various requests for council park areas.

14. REMEMBRANCE SUNDAY

To update Council on strategic plan for event.

15. GRANTS, FUNDING ROUND OPENS

To announce applications for S136 funding round 2026-2027.

16. PAVILION BUILDING

To decide on the future of the Pavilion building for health and safety reasons.

17. REPORTS OF COMMITTEES

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

- **Planning Committee**
- **Recreation Ground and Pavilion Committee – 21 July 2025**
 - Consider Drainage Solutions
- **Property and Assets Committee**
- **Traffic Committee**
 - Traffic Advisory Committee, invitation date.
 - Swan Lane, update
 - A40 Pedestrian, update
- **Climate Change Committee- 28 July 2025**
- **Environmental Committee**
- **Pavilion Advisory Committee**

18. MAYOR'S CIVIC REPORT

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

19. MAYOR'S CADET, APPOINTMENT 2025-2026

To review and approve the appointment of the Cadet's Mayor for Burford Town Council.

20. STRATEGIC PLAN

To review the appointment of a working group to collaborate with the Clerk to create the Strategic Plan 2030.

21. POLICIES

To review and approve the following policies:

- a) Publication Scheme Policy
- b) IT Policy

22. HEALTH & SAFETY

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

- To review crisis management systems.

23. CORRESPONDENCE

To receive and note any correspondence.

24. QUESTIONS TO THE CHAIR OF THE COUNCIL

Questions to the chair concerning the business of the council.

25. SEALING OF DOCUMENTS

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

C. Edgar Hiatt

Town Clerk

