



Full Council – 1<sup>st</sup> October 2025

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

**Held on Wednesday, 1<sup>st</sup> October 2025  
At 7pm at the Council Chambers Room, The Tolsey, Burford**

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**Present:**

Mayor:	Cllr D Cotterill
Deputy Mayor:	Cllr J Craven
Councillors:	Cllr P Higgs, Cllr M Taubenheim, Cllr J Tunnell-Westmacott, Cllr J Rushton, Cllr S Palmer, Cllr D Derry, Cllr C Silvester, Cllr A Foster, Cllr P Bruce, District Councillor H Ashton (WODC).
Town Clerk and RFO:	Mrs C Edgar-Hiatt
Others:	There were no members of the public present.

**25.117 WELCOME AND APOLOGIES**

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

**Resolved:**

Councillors reviewed and approved the reasons for absence.

**25.118 DECLARATION OF INTEREST**

There were no declarations of interest.

**25.119 MINUTES**

The minutes of the Full Council meeting held on the 10<sup>th</sup> September 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 10<sup>th</sup> September 2025 were approved as a correct record of the meeting and signed by the Mayor.

**25.120 PUBLIC PARTICIPATION**

*The Council adjourned for this item.*

There were no members of the public present.

*The Council reconvened.*

**25.121 CO-OPTION**

Councillors reviewed nominations for a new chair to the Traffic Advisory Committee following on from Cllr Higgs resignation from the post last month.

Cllr Cotterill was nominated to become Chair of the Traffic Advisory Committee.

Cllr Bruce resigned at this meeting with written resignation letter sent to the Mayor and Clerk. Councillors thanked Cllr Bruce's time at Burford Town Council as a Councillor and appreciated the expert advice, work and dedication that Cllr Bruce gave to Council.

Cllr Foster signed his Acceptance of Office form in front of the Clerk and submitted this along with his Register of Interest document to the Clerk.

Cllr Foster was nominated to join the Finance Committee.

It was noted that due to Cllr Bruce leaving Council, the Staffing Committee is no longer quorate. No Councillors wished to join the Staffing Committee at the meeting. The Clerk will investigate possible solutions to this problem.

**Resolved:**

1. That Cllr Cotterill was voted in as Chair of the Traffic Advisory Committee.
2. That Cllr Bruce resigned from Burford Town Council as a Council member.
3. That Cllr Foster was voted in as a member of the Finance Committee.

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

County Councillor Field-Johnson was not at the meeting however a report was sent to Councillors, a summary of which follows.

Oxford Congestion Zone

Oxfordshire County Council (OCC) has made plans to introduce a new congestion zone in Oxford starting at the end of October 2025.

SEND Services

County Council (OCC) has voted to represent SEND services and provisions under the Children's Services Cabinet Member rather than separate them and have a dedicated Cabinet Member for SEND only.

District Councillor Ashton gave a report.

Local Plan

The draft Preferred Spatial Options, HELAA and Settlement Sustainability Assessment of the Local Plan 2041 will be published on 7<sup>th</sup> October 2025 with corresponding consultation.

Car parking

A consultation will commence in October on a proposed segmenting of the car park. (See item 25.125 for more information).

HGVs

A new data report on HGV traffic will be sent to Cllr Ashton to review and further meetings will be set up with Windrush Valley Traffic Action Group and Windrush Valley Haulage Association representatives.

Waterways Day – 25<sup>th</sup> October Corn Exchange Witney 10am – 2pm

Residents of Oxfordshire are invited to attend a Waterways Day to learn all about water.

Road Safety, County

Cllr Ashton will raise some concerns on road safety traffic issues in the town at this meeting.

EV Charging Pavement Channels

Residents in Oxfordshire can apply to Oxfordshire County Council for a pavement channel if they do not have a drive to install an EV charging point. <https://news.oxfordshire.gov.uk/residents-without-driveways-given-opportunity-to-charge-electric-vehicle-at-home/>

**Resolved:**

1. That the reports were noted.

**25.123 PUBLIC CONVENIENCE**

Councillors reviewed the proposed request from WODC to take over the management of the two public toilets in Burford. The public toilets are on the High Street and Guildenford Car Park.

Councillors reviewed the considerable costs of taking over management of the toilets which would amount to just under £60,000 a year, with a small income from the toilets of just under £3000. There would also be estimated repair costs over the next ten years to both toilets of £37,000.

The annual usage of both toilets came to just over 14,000 members of the public using the toilets.

Cllr Foster noted that WODC have other assets in the town which could be money generating for the Council, including the old tourist information centre next to the toilets. Cllr Ashton noted that Guildenford Car Park could also be a valuable asset for the Council.

Cllr Higgs noted that the toilets are not necessarily for the use of residents and that as WODC is responsible for tourism, the District Council should maintain management of the public toilets.

It was agreed by Councillors to consider the matter further with WODC to discuss what options the Council has in regard to taking over management of the public toilets.

**Resolved:**

1. That the update be noted.
2. That a meeting will be set up with WODC to discuss the management of the public toilets in Burford.

**25.124 TEMPORARY CAR PARK**

Cllr Cotterill requested that Council consider providing a temporary car park next to Guildenford Car Park for busy peak days in 2026.

Councillors requested Cllr Cotterill to clarify the position of the landowners in relation to leasing the land to the Council for this purpose.

Cllr Ashton noted that the Chamber of Trade should be involved in the financial budget needed to carry out and administer a temporary car park in the town.

The Clerk noted that the Council administrative team would not have time this financial year to carry out the prescribed project planning and risk management for the project. The Clerk also noted that there were no funds in the Council reserves to support this project and it would have to be added to the 2026-2027 budget unless funding was sought from other organisations. The Clerk also noted that there was not capacity for the Council's Ground Maintenance team to manage the temporary car park and that investigation into whether an unmanaged car park would be covered under the powers and functions of the town council and indeed the Council's insurance must be undertaken.

Councillors agreed to consider a 28-day temporary car park for the town, but requested that Cllr Cotterill prepare a budget and risk management plan for the new project to present to Councillors, as well as written permission from the landowners, agreeing to a 28-day temporary car park, before full agreement of the project could be accepted.

**Resolved:**

1. That the report was noted.
2. That Council agreed to proceed with the investigation of the project, with receipt of a budget, risk management plan and landowner confirmation within the next two months for review.

**25.125 GUILDENFORD CAR PARK, SEGMENTING**

Cllr Ashton presented a report on District's consultation on segmenting Guildenford Carpark into short and long stay parking. The suggestion to segment is proposed to try to increase turnover in a car park that often reaches full capacity weekly. WODC has carried out data research on the usage of the car park which shows that over 30% of visitors to the car park stay for 3 hours or less.

Council agreed to wait for the consultation to become live and submit a position from Council on this issue.

**Resolved:**

1. That the verbal update be noted.
2. That the Council will submit its advice on the consultation when requested.

**25.126 HGV CONSULTATION**

District Cllr Ashton presented an update to Council on the HGV issue.

County Council is still reviewing the data collected for HGV routes and traffic within Oxfordshire. County Council is considering undertaking further reviews to include the environmental impact of re-routing. Cllr Ashton noted that the County Steering Group meeting will be on the 16<sup>th</sup> October to discuss the updated data.

A meeting with the Traffic Advisory Committee will be held on the 14<sup>th</sup> October 2025 at 2pm to review the data before presenting possible options for Burford to the County Steering Group.

A possible emergency Full Council meeting may be needed in October if the Traffic Advisory Committee feels that a formal proposal to the County Steering Group is needed.

It was noted that Mr K. Gray is advising on the HGV issue to Council indirectly through Cllr Ashton. It was noted by the Clerk that as Mr Gray is not a member of the Council, only advice can be taken from Mr Gray and no direct communication with County or District may be permitted as a representative of the Council.

**Resolved:**

1. That the report was noted.
2. That a Traffic Advisory Committee meeting will be held on the 14<sup>th</sup> October 2025 at 2pm to discuss the data proposals on HGVs.

**25.127 SPEED LIMIT REDUCTION CONSULTATION (CONFIDENTIAL)**

A report on a speed limit reduction consultation was presented to Council.

Councillors requested more information on the justification for the proposed reduction before making a decision on the consultation.

**Resolved:**

1. That the report was noted.
2. That further information is needed before Council can come to a final decision, which will then be made before the 17<sup>th</sup> October 2025.

**25.128 REMEMBRANCE SUNDAY**

Councillors received a verbal update from the Clerk on Remembrance Sunday plans.

The Clerk noted that due to tighter restrictions on road closures, the Council cannot hold a procession down a live road, therefore, the Council cannot undertake a Remembrance Day procession down the High Street this year.

Further reviews of the situation will be undertaken in 2026 with the consideration of closing the whole High Street so as to include a procession in the event.

Cllr Derry and Cllr Tunnell-Westmacott noted that this year is the 80<sup>th</sup> anniversary of the end of World War II and that it was disappointing not to have a procession out of respect for war heroes and the men and women that sacrificed their lives.

The Clerk noted that it was the wish of Councillors not to close the whole High Street this year.

**Resolved:**

1. That the verbal report was noted.
2. That Councillors agreed to cancel the procession for Remembrance Day event 2025 and focus this year on the Remembrance Day service by the War Memorial.

**25.129 FOOTBALL CLUB**

Cllr Rushton updated the Council in regard to a request by Clanfield Football Club for an additional team to play at the recreation ground, Burford.

Councillors agreed to add an additional team to play weekly within Clanfield Football Club lease.

**Report:**

1. That the verbal report be noted.
2. That Councillors agreed to add an additional football team to play at the recreation grounds, making this five football teams in total. Councillors agreed to keep the service charge for the use of the grounds at the same fee.

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

Cllr Taubenheim presented the following planning applications:

25/02143/FUL  
25/02284/S73  
25/01470/HHD  
25/02252/LBC  
25/02149/HHD

Councillors had no objections to the planning applications except for 25/02143/FUL which was voted as an objection due to several concerns with the application. (Appendix 2).

**Resolved:**

1. That the report be noted.
2. That Councillors reviewed and approved the planning applications for September 2025, except 25/02143/FUL.

## **Traffic Committee – 22<sup>nd</sup> September 2025**

Cllr Cotterill provided a verbal report on the Traffic Committee.

The Chair of the Traffic Advisory 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 Traffic Advisory Committee meeting held on the 22<sup>nd</sup> September 2025 were received and any recommendations therein approved.

## **25.131 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.

### **Resolved:**

1. That the report and verbal update be noted.

## **25.132 FINANCE**

The RFO presented a finance report for September 2025.

It was noted by the Clerk that the Council no longer has an Internal Control officer to undertake quarterly financial reviews of the Council. The position was held by Cllr Bruce who has now resigned from Council. The Council will seek to appoint a new Internal Controls officer at the next Full Council meeting.

### **Resolved:**

1. That the report was noted.
2. That Council approved the budget 2<sup>nd</sup> quarter review.
3. That Councillors reviewed and approved the payments for September 2025.
4. That Councillors agreed to pay an increased insurance premium of £877.83 for the derelict state of the Pavilion.
5. That Councillors agreed to purchasing a mobile phone contract for administrative staff to use on behalf of the Council at no greater cost than £150 per year for 2025-2026.

## **25.133 TOWN CLERK (CILCA)**

The Town Clerk has fully qualified as a professional town clerk and has passed the CILCA training.

The Full Council congratulated the Town Clerk on her achievement.

### **Resolved:**

1. That the Town Clerk has received CILCA qualification.

## **25.134 HEALTH AND SAFETY**

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

## **25.135 CORRESPONDENCE**

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

Council agreed to support Cotswold Gate residents request to Royal Mail to have a new post box on Shilton Road for easy access for the new development.

**Resolved:**

1. That correspondence was received and noted.
2. That the Clerk will respond to correspondence accordingly.
3. That the Council supports a submission to Royal Mail for a request for a new post box at Cotswold Gate development.

**25.136 QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Derry requested that Council produces a quarterly traffic warden report. Currently Cllr Field-Johnson is liaising with County to see if this is possible.

Cllr Cotterill noted that a small group of residents would like to propose to Council the possibility of a tourist tax to reclaim money from tourism that could be put into the costs of services for the town. Cllr Cotterill requested that a business proposal be submitted to the Council for review.

Cllr Palmer noted a pedestrian issue with a resident on Witney Street. The Clerk will look into this.

Cllr Bruce thanked Councillors for supporting his time as an elected member of the Council between June 2022 to October 2025 and wished the Council every success with their endeavours in the coming years.

**25.135 SEALING OF DOCUMENTS**

There were no sealing of documents.

The meeting concluded at 9.36pm.

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

**Appendix 1.**

**Payments for September 2025**

07.10.2025	£65.94	BT Phone Bill September 2025	BT
06.10.2025	£5,227.55	HMRC PAYE & NIC Salaries September 2025	HMRC
03.10.2025	£33.65	Ground Maintenance Expenses September 25	Hickmans
03.10.2025	£78.97	Defibrillator Replacement Pads	Turtle Engineering Limited
03.10.2025	£325.20	Pyrotec Fire Alarm Maintenance Service for 25-26	Pyrotec
03.10.2025	£165.00	Warwick Hall Booking Fee Pavilion Consultation 2025	St John the Baptist Burford
03.10.2025	£151.29	PATA Payroll Services July, August September 2025	PATA Payroll
01.10.2025	£62.00	Business Rates Cemetery September 2025	West Oxfordshire District Council
01.10.2025	£120.00	Cleaner September 2025	Cleaner
19.09.2025	£5.73	Castle Water Cemetery August 2025	Castle Water
16.09.2025	£150.74	Castle Water Recreation Ground September 2025	Castle Water

16.09.25	£8.32	Castle Water Tolsey September 2025	Castle Water
29.09.25	£47.00	ICO Data Protection Fee 2025-2026	ICO
26.09.25	£30.42	Electricity Pavilion September 2025	SSE Electricity
03.10.25	£101.05	Pav. Consultation Expenses Catering	J. Craven Reimbursement
31.08.2025	£1,008.00	External Auditors Fee 2024-2025	Moore

Total Expenditure: £7,580.86

### **Income for September 2025**

25.09.2025	£57,468.00	Precept 2025-2026 Second Instalment September 2025	West Oxfordshire District Council
12.09.2025	£400.00	Burial	E Taylor & Sons
10.09.2025	£148.34	Interest Reserves September 2025	Bank
10.09.2025	£124.87	Interest HGV September 2025	Bank
02.09.2025	£125.00	Clanfield FC Football Club Lease September 2025	Clanfield FC. Footbal Club

Total Income: £58,266.21

### **Appendix 2.**

#### **Planning for September 2025**

APPLICATION NO: 25/02143/FUL

PROPOSAL: Demolition of the existing building and the erection of a detached dwelling with access, parking and associated works.

Town and Country Planning Act

LOCATION: Vicks Garage Guildenford Burford

APPLICANT: Mr M Strutt

REGISTERED: 12th September 2025

#### **Objection**

APPLICATION NO: 25/02284/S73

PROPOSAL: Variation of condition 2 of planning permission 25/01470/HHD to allow the inclusion of solar panels to west facing roof slopes and an air source heat pump to north end of building

Town and Country Planning Act

APPLICATION NO: 25/01470/HHD – 25/02252/LBC

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. (amended plans) Works to include the addition of solar panels to West roof slopes , a air source heat pump and urgent repair and structural works. (part retrospective) (amended plans)

Town and Country Planning Act

LOCATION: Cartref 21 Witney Street Burford

APPLICANT: P Bigwood

REGISTERED: 17th September 2025

#### **No Objection**

APPLICATION NO: 25/02149/HHD

PROPOSAL: Part conversion of existing garage to create home office (retrospective)

Town and Country Planning Act

LOCATION: 12 Forest Grove Burford Oxfordshire

APPLICANT: Mr Duncan Jamieson

REGISTERED: 22nd September 2025

No Objection

DRAFT