



Full Council – 10th September 2025

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

**Held on Wednesday, 10th September 2025
At 7pm at the Council Chambers Room, The Tolsey, Burford**

Present:

Mayor:	Cllr P Higgs
Deputy Mayor:	Cllr J Craven
Councillors:	Cllr D Cotterill Cllr M Taubenheim, Cllr J Tunnell-Westmacott, Cllr J Rushton, Cllr S Palmer, Cllr D Derry, Cllr Silvester and District Councillor H Ashton (WODC), County Councillor N Field-Johnson (OCC).
Town Clerk and RFO:	Mrs C Edgar-Hiatt
Others:	There was one member of the public present.

25.093 ELECTION OF TOWN MAYOR REMAINING 2025/2026

Cllr Higgs tendered his resignation as Mayor of Burford Town Council.

Councillors thanked Cllr Higgs for his term of office (2021 to 2025) and the dedication, duty and service he provided to the Council as Mayor.

Members received nominations for election of Mayor.

Cllr Rushton proposed Cllr Craven, Cllr Silvester seconded.

Cllr Tunnell-Westmacott proposed Cllr Cotterill, Cllr Derry seconded.

Voting was as follows:

Four for Cllr Craven, Five for Cllr Cotterill.

The motion was carried forward.

The Mayor addressed the Council outlining his plans for the remaining year.

Resolved:

That Cllr Cotterill was elected Mayor of Burford Town Council for the remaining municipal year 2025-2026 and signed the declaration of acceptance of office.

25.094 WELCOME AND APOLOGIES

Apologies for absence were received from Cllr P Bruce.

Resolved:

Councillors reviewed and approved the reasons for absence.

25.095 DECLARATION OF INTEREST

There were no declarations of interest.

25.096 MINUTES

The minutes of the Full Council meeting held on the 6th August 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 6th August 2025 were approved as a correct record of the meeting and signed by the Mayor.

25.097 PUBLIC PARTICIPATION

The Council adjourned for this item.

Although there was one member of the public, the resident did not wish to raise an issue.

The Council reconvened.

25.098 AN UPDATE FROM OXFORDSHIRE COUNTY COUNCILLOR AND WEST OXFORDSHIRE DISTRICT COUNCILLOR

County Councillor Field-Johnson gave a report.

Flooding

Oxfordshire County Council has awarded £500,000 to community flooding prevention groups in Oxfordshire.

Electric Blanket Testing

Oxfordshire Trading Standards Team will be hosting sessions throughout the county for residents to get their electric blankets checked ahead of the winter. In 2024, 734 blankets were tested with 30% failing electrical safety checks. Safety checks are happening in the following locations in West Oxfordshire:

September and October:

- 25 September: Chipping Norton
- 9 October: Witney

The full address and a specific time slot will be provided at time of booking.

Spots can be prebooked by calling 01865 519800 (option 4), or by

emailing: duty.officer@oxfordshire.gov.uk

Gully Clearing

Gully clearance across Oxfordshire is currently in the process of clearing the drainage gullies across the County.

A schedule for gully clearance can be found here:

<https://www.oxfordshire.gov.uk/transport-and-travel/roadworks/planned-road-maintenance>

Gully's that need cleared can be reported to FixMyStreet here:

https://fixmystreet.oxfordshire.gov.uk/?utm_source=FURL-1&utm_medium=reporting&utm_term=nil&utm_content=&utm_campaign=reporting

HGV's

OCC is still reviewing the data collected for HGV routes and traffic within Oxfordshire.

Oxfordshire County Council has received proposals from Henley-on-Thames Town Council for a new 18-tonne weight restriction across Henley-on-Thames which it has currently taken under consideration.

OCC is considering undertaking further reviews to include the environmental impact of re-routing. Cllr Ashton noted that the Windrush Valley HGV Steering Group meeting will be on the 16th October.

The Clerk noted to Cllr Field-Johnson that the Town Council is looking into having a full traffic site survey of the town. A partial highways survey had been done in Chipping Norton by Pell Frischmann, contracted by

OCC as part of their LCWIP strategy. If a site survey was agreed by Council, funding would be sought from OCC for this project.

Bridge, A361

New pedestrian markings for the bridge have been formalised by OCC, with the hope of commencing instalment by March 2026.

Cllr Field-Johnson will review the plans to make sure that the bollards proposed are fit for purpose. Cllr Derry requested checks were made in regard to the turning width of HGV's in relation to the traffic lights and bollards.

District Councillor Ashton gave a report.

Car parking

District Cllr Ashton noted that flooding at Guildenford car park is still under review with WODC. Further flooding discussions will be had with WODC, the Council and landowners to rectify blocked areas of the river. An emergency response management system (crisis management) will be reviewed by Council in liaison with landowners. A request to have Council staff and Councillors on the emergency flooding social media service was made.

Cllr Cotterill noted that the Council would seek WODC's help with a temporary overflow car park at Guildenford if planning was approved. Councillor Ashton's report stated that we could use the temporary car park for 28 days in the year without needing WODC involvement.

Traffic

District Cllr Ashton and Cllr Field-Johnson 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.

Public Toilets

WODC is still reviewing public convenience provision in West Oxfordshire and the Town Council awaits further requests on acquisition options for Burford public toilets from District.

EV Charging Points

WODC has now approved a contractor to install EV charging points across the county and will start to look at relevant sites for possible EV charging points in Burford, as per the potential sites provided previously by BTC.

Resolved:

1. That the reports were noted.

25.099 CO-OPTION OF NEW MEMBER COUNCILLOR

Councillors reviewed an application for Council member vacancy and considered the co-option of the candidate for the vacant seat.

Councillors voted by majority for Mr Andrew Foster to be co-opted to Burford Town Council.

Cllr Higgs resigned as Chair from both the Finance Committee and Traffic Committee.

Cllr Cotterill was nominated to become Chair of the Finance Committee.

Cllr Craven was nominated to join the Finance Committee.

Resolved:

1. That Mr. Andrew Foster was co-opted as a new Councillor to Burford Town Council.
2. That it was noted that Cllr Higgs resigned as Chair from the Finance and Traffic Committee.
3. That it was approved that Cllr Cotterill was voted in as Chair of the Finance Committee.

4. That it was approved that Cllr Craven was co-opted to join the Finance Committee.

25.100 **COMMITTEE LIST**

The Committee List for the civic year 2025-2026 was updated with the above changes.

Councillors agreed to convert the existing Traffic Committee to the new Traffic Advisory Committee, keeping the same Terms of Reference. Invitations for external committee members will be sought within the next two months.

Resolved:

1. That the updated Committee List was approved.
2. That the existing Traffic Committee will be converted to the new Traffic Advisory Committee for the remaining 2025-2026 municipal year.

25.101 **EXTERNAL AUDITORS REPORT**

The Clerk gave a report to Councillors on the External Auditors report for Burford Town Council.

The Clerk reported that the Council is close to an emergency financial situation without sufficient funds for renovations of the Grade II* listed town hall and other assets and services, as well as the provision of sufficient staffing levels for the Council in order to carry out its functions correctly. The Clerk advised Councillors to appoint an Internal Auditor to review the Council again in preparation for budget 2026-2027 review.

Resolved:

1. That the report was noted.
2. That it was agreed that the Council will undertake a further Internal Audit to include a Staffing Review under the recommendations provided by the External Auditor Report.
3. That the Council has reviewed and approved External Auditors Report 2024/2025. The Council will now display all regulatory forms related to this to the public.

25.102 **FINANCE**

The RFO presented a finance report for August 2025.

Resolved:

1. That the report was noted.
2. That Councillors approved the Board of Resolution document for signature updates to the banking system and was signed by necessary signatures and witnesses.
3. That Councillors reviewed and approved the payments for August 2025.
4. That Councillors agreed for the cost of a new salt bin at £300.

25.103 **TRAFFIC WARDEN REPORT**

The Clerk presented a traffic warden report from Oxfordshire County Council.

Councillors asked County Cllr Field-Johnson to investigate why there were so few traffic wardens visiting Burford.

Resolved:

1. That the report was noted.

Cllr Silvester, County Cllr Field-Johnson, District Cllr Ashton and one member of the public left the meeting at 8pm.

25.104 GROUND MAINTENANCE

The Clerk presented a report on various ground maintenance issues in the town.

The Clerk requested the instalment of a border of flowers/plants to frame the war memorial on the High Street. Councillors did not approve the request.

The Clerk noted that there were certain costs associated with the management of the bonfire. Councillors requested the Clerk to seek financial support from the Bonfire & Fireworks Community Group.

Resolved:

1. That the report was noted.
2. That no war memorial planting plan was approved. That no Council flower display for Remembrance Sunday will be arranged.
3. That costs for bonfire management for Grounds Maintenance team will be sought from the Bonfire & Fireworks Community Group.

25.105 REMEMBRANCE SUNDAY

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

The Clerk brought to Councillors attention that the planned procession for Remembrance Sunday may not meet the regulations underpinning the Temporary Road Closure application to WODC under the provisions of the Town Police Clauses Act 1847 (Act). The Clerk advised of the safety issues concerning the procession that would move down a part of the High Street that was a live road. Having sought clarification from the police and OCC, the Clerk is advising that it would be likely to be classed as an obstruction on a public highway. The Clerk advised that the Council would be liable for the procession and event, any accidents occurring and that the Council's insurance may not cover the procession without the road being closed. * The Council is aware that there needs to be a recruitment of marshals and first aider prior to the event.

Against the advice of the Clerk, Councillors approved to proceed with Remembrance Day plans as in the past and process from the War Memorial to St John's the Baptist church along the live High Street. Councillors instructed the Clerk to submit a road closure application for part closure of the High Street from Sheep Street to just before the A40 roundabout only. Councillors agreed that Council would take full liability of the event including the procession down a live road.

* As of the publication of the minutes the Clerk is awaiting the insurers report on this matter.

Resolved:

1. That the verbal report was noted.
2. That Councillors agreed to move forward with Remembrance Day event road closure application to WODC for War Memorial section of the High Street only.
3. That Councillors agreed for Burford Town Council to take full liability for Remembrance Day Event including the procession.

25.106 FUNDING ROUND OPENS

Councillors agreed to review S137 donations for community groups in the budget for 2026-2027 and if available, will invite community groups to come forward for grant requests in February 2026.

Report:

1. That the verbal report be noted.

2. That S137 community donations will be considered in the budget for 2026-2027.

25.107 **PAVILION**

Cllr Derry noted to Council that there will be a Town Council consultation ‘Have Your Say’ day on the 24th September between 5-7pm. All residents and community groups welcome.

Councillors reviewed the demolition of the Pavilion for health and safety reasons.

Council had gained three quotes for the demolition. Councillors reviewed all three quotes and agreed to contract Logical Projects for £10,700 plus VAT. Councillors requested Cllr Derry to discuss planning permission and fencing costs with Logical Projects prior to the Clerk contracting them.

Resolved:

1. That the verbal report be noted.
2. That Councillors approved the demolition of the existing Pavilion.
3. That the Council agreed to contract Logical Projects for £10,700 plus VAT to demolish the Pavilion.
4. That the toilets at the Pavilion will be closed.

25.108 **REPORT BACK FROM COUNCILLORS ON COMMITTEES**

Planning Committee

Cllr Taubenheim presented the following planning applications:

25/01728/HHD

25/01987/CLP

25/01953/HHD

25/01727HHD

25/02013/HHD

Councillors had no objections to the planning applications except for 25/01727/HHD which was voted as an objection due to out of character appearance of the proposed build in regard to the uniformity of the street. (Appendix 2).

Resolved:

1. That the report be noted.
2. That Councillors reviewed and approved the planning applications for August 2025, except 25/01727/HHD.

Recreation Ground Committee

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

Councillors approved the collaboration with the Bowls Club to provide grounds maintenance repair work for the recreation car park on behalf of the Council. This would be for the provision of a drainage system in the car park to prevent flooding.

Councillors agreed to provide up to £1000 towards this work and will be added to the 2026-2027 budget.

Resolved:

1. That the verbal report be noted.
2. That Councillors agreed to contract the Bowls Club to carry out drainage work on the car park.

Property and Assets Committee

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

Resolved:

1. That the verbal report be noted.

Traffic Committee

Cllr Cotterill provided a verbal report on the Traffic Committee.

a) Traffic Advisory Committee

Councillors agreed to send invitations to external parties for the first Traffic Advisory Committee meeting, to be held sometime in October 2025.

b) Swan Lane

An update on Swan Lane was given by the Clerk.

c) A40

An update on A40 requests for improvements was given by the Clerk.

Resolved:

1. That the verbal report be noted.
2. That the first Traffic Advisory Committee meeting will be held in October 2025 and invitations will be sent to OCC, WODC and the police.

Climate Change Committee – 28 July 2025

Cllr Craven presented a report on the Climate Change Committee to Council.

The Chair of the Climate Change 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 Councillors agreed to plant more bulbs in the wildflower area on the northern edge of the recreation ground. That the cost of the bulbs will be sought from BEAGles.
3. That the minutes of the Climate Change Committee meeting held on the 28 July 2025 were received and any recommendations therein approved.

25.109 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.

25.110 MAYOR'S CADET

Councillors approved the appointment of the Mayor's Cadet for the remaining civic year 2025-2026.

Resolved:

1. That Council approved the appointment of a Mayor's Cadet from Burford Cadets to attend with the Mayor in their civic duties throughout the year.

25.111 STRATEGIC PLAN

The Clerk presented a draft strategic plan for the forthcoming 5 years, 2026-2030. The Clerk noted that the draft strategic plan was an essential document under the Town Council's Financial Regulations under section two, Risk Management and Internal Controls. It formed a business and management plan for the provision of services and functions assigned to the Town Council.

The plan helps the Council on many levels and provides enhanced community engagement, transparency of the working of the Council, supports the budget and helps plan for long term expenses. It expresses the vision of the Council to the community.

Cllr Craven proposed a working group be set up for the drafting of the plan. No councillors other than Cllr Craven and Cllr Derry stepped forward to be part of the working group. That being not sufficient for a quorum, the proposal was not taken any further.

Councillors felt that the draft plan was strategically too challenging for the Council to meet and wished to review the plan at a later date.

Against the advice of the Clerk, Councillors agreed to not go further with drafting a strategic plan, unless an additional councillor willing to join working party with Cllr Craven and Cllr Derry.

Resolved:

1. That the report be noted.
2. That Councillors agreed not to take the draft strategic plan any further.

25.112 POLICIES

Councillors reviewed the following policies.

a) Publication Scheme Policy

To consider and formally adopt a Publication Scheme Policy to provide explanatory support to the public when reading Burford Town Council's Publication Scheme, under the Freedom of Information Act 2000, section 19.

b) IT Policy

To consider and formally adopt an IT Policy in accordance with the new requirements set out in the 2025 Practitioners' Guide for Smaller Authorities, including a new assertion for Digital and Data Compliance.

Resolved:

1. That the Publication Scheme Policy was not approved. This was against the advice of the Clerk, that advised on the essential nature of the document in providing support for the Publication Scheme which is a mandatory document for Council.
2. That it was resolved that Burford Town Council formally adopted the IT Policy as presented, with immediate effect, to ensure compliance with the 2025 Practitioners' Guide requirement for smaller authorities to have a written IT policy in place as part of their Annual Governance Statement. The policy will be reviewed annually or as necessary

25.113 HEALTH AND SAFETY

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

25.114 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.

25.115 QUESTIONS TO THE CHAIR OF THE COUNCIL

Cllr Tunnell-Westmacott requested the Clerk to notify Davenport to remove the advertising on the High Street bike rack.

25.116 SEALING OF DOCUMENTS

There was no sealing of documents.

The meeting concluded at 10pm.

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

Appendix 1.**Payments for August 2025**

Burford Town Council			
Payments August 2025			
29.09.2025	£47.00	ICO Data Protection Fee	Information Commissioners Office I
12.09.2025	£1,419.60	Mccracken & Sons Grass Cutting August 2025	McCrackens & Sons Ltd
12.09.2025	£17.85	Ground Maintenance Expenses August 2025	Hickmans
12.09.2025	£55.71	Ground Maintenance Expenses August 2025 AK Timms	A K Timms
06.09.2025	£65.94	BT Phone Bill August 2025	BT
01.09.2025	£120.00	Cleaner Tolsey Building August 2025	Cleaner
22.08.2025	£273.71	Electricity Tolsey Deposit for new provider 25 - 26	Octopus Energy Ltd
18.08.2025	£202.53	Castle Water Recreation Ground July 2025	Castle Water
18.08.2025	£5.73	Castle Water Cemetery July 2025	Castle Water
18.08.2025	£188.00	SLCC Membership 2025-2026	SLCC Enterprises Ltd
18.08.2025	£283.20	Rospa Play Safety Annual Inspection 2025	Playsafety Limited
11.08.2025	£384.00	Tree Removal Recreation Ground	McCrackens & Sons Ltd
11.08.2025	£1,419.60	Grass Cutting July 2025	McCrackens & Sons Ltd
01.08.25	£62.00	Business Rates Cemetery August 2025	West Oxfordshire District Council
31.08.2025	£5,534.26	HMRC &Salaries Payements August 2025	HMRC
20.08.2025	£10.91	Castle Water Tolsey July 2025	Castle Water

Total Expenditure: £10,090.04

Income for August 2025

Burford Town Council			
Income August 2025			
29.08.2025	£200.00	Memorial Stone, Burford Cemetery	Peter Smith & S
12.08.2025	£2,330.83	HMRC VAT Refund April to June 2025 First Quarter	HMRC
11.08.2025	£396.91	SERFCA Second Quarter 2025-2026	SERFCA Cadets
02.08.2025	£125.00	Clanfield FC August 2025	Clanfield FC. Fo

Total Income: £3,052.74

Appendix 2.

Planning for August 2025

APPLICATION NO: 25/01728/HHD

PROPOSAL: Proposed single storey rear extension (part retrospective)

Town and Country Planning Act

LOCATION: 10 Windrush Close Burford Oxfordshire

APPLICANT: Mr Gareth Redman

REGISTERED: 8th August 2025

No objections.

APPLICATION NO: 25/01987/CLP

PROPOSAL: Certificate of lawfulness (internal alterations and the insertion of rooflights to rear and front roof slopes)

Town and Country Planning Act

LOCATION: 60 Frethern Close Burford Oxfordshire

APPLICANT: Mr And Mrs James And Sharlene Randall-Cox

REGISTERED: 15th August 2025

No objections

APPLICATION NO: 25/01953/HHD

PROPOSAL: Erection of a garden studio.

Town and Country Planning Act

LOCATION: Willow Cottage 41 Witney Street Burford

APPLICANT: Dr Alison Bond

REGISTERED: 1st September 2025

No objections

APPLICATION NO: 25/01727/HHD

PROPOSAL: Erection of a garage in the front garden and associated works

Town and Country Planning Act

LOCATION: 49 Frethern Close Burford

APPLICANT: Mr Mark Wigham

REGISTERED: 26th August 2025

Objection

APPLICATION NO: 25/02013/HHD

PROPOSAL: Erection of a single storey rear extension

Town and Country Planning Act

LOCATION: 1 Bury Barn Cottages Lechlade Road Burford

APPLICANT: Mrs Sharon Griffin

REGISTERED: 22nd August 2025

No objection