

**Minutes of the Burford Town Council meeting held in the Council Chamber 7 June 2017 at 7.00pm**

---

**Present:** Cllr J White, Mayor. Cllr J Tunnel-Westmacott Deputy Mayor, Cllr D Cohen, Cllr S Lofthouse, Cllr D Cotterill, Cllr P Bush, Cllr M Taubenheim, Cllr N Mills, Cllr A Temple-Bruce, Cllr I Brown, Cllr N Field-Johnson, Maggie Andrews - Town Clerk.

John Yeatman – Treasurer.

Two members of the public.

Three members from the ‘Responsible Planning in Burford’ group. (RPiB)

Gemma Finch, Chairman of Chamber of Trade.

Gemma Finch addressed the meeting asking for our views and thoughts on what the Council wanted from the C of T and the lack of interest from many businesses in Burford. The Chambers income is not large and the Christmas lights are a massive financial outlay. If the larger businesses came on board it was felt this would make a big difference. After discussion it was agreed that the Mayor would write to businesses in the town asking them to support the Chamber of Trade, if the Chamber thought that was appropriate.

Sue Haywood from the RPiB group spoke about the recently formed group who are campaigning to stop development in Cole’s Field which in turn has led to the urgent need for a Neighbourhood Plan.

They recommend that a) BTC confirms its support for RPiB’s objectives, b) resolves to proceed as soon as possible with the development of a Neighbourhood Plan, c) to take steps to secure appropriate funding and available grants, d) to begin the process of appointing a consultant to assist with this process and e) to adopt the existing Town Plan as an interim draft for a Burford Neighbourhood Plan.

**1. MINUTES. Resolved:** That the minutes of the Council meeting held on 3 May 2017 be approved as a correct record and signed by the Chairman.

**2. MATTERS ARISING.**

Burford Golf Club. Possible development of the golf course. Once more information is available Council will discuss further.

**3. APOLOGIES FOR ABSENCE** Cllr Walker

**4. OTHER MATTERS FOR DISCUSSION.**

National Parks. SWOT analysis of a Cotswold National Park proposal has been circulated to Council. Councillors were urged to read and make comment. To be discussed at the July meeting.

Cole’s Field. At stage 3 in July we will be able to make our views known.

**5. NEIGHBOURHOOD PLAN.**

Council agreed to proceed with the preparation of a plan on the basis we investigate the cost and resources available; to ascertain what funding is available and to talk to Brize Norton Council who have already formed a Neighbourhood plan.

An effective Plan has to come from the town's people and should not be rushed

**6. DISCLOSURE OF INTERESTS**

The following Councillors declared a personal interest because they represent the Council as Chairmen of the following committees:-

Cllr White – Chairman of Traffic Committee. He also declared an interest because he received a cheque for £131.99 being reimbursement for printing costs.

Cllr Taubenheim – Chairman of the Pavilion committee & Deputy Chairman of the Planning Committee.

Cllr Tunnell-Westmacott – Cemetery & Environment.

Cllr Brown – Recreation Ground.

**7. TREASURERS REPORT.**

John Yeatman reported that with regard to Council Tax he had submitted a challenge regarding the increase in the ratable value of the Cemetery. It seems all cemeteries have faced the same level of increase.

All levels of BTC insurance cover including CCTV have been paid up.

Software for Brightpay has been purchased in the sum of £229. + vat. VAT will be reclaimed and John will reimburse the Council £57.25 for using the software for one other employer.

He proposed we buy a dedicated laptop for 2018/19 which will allow us to use a free licence next year. Council agreed.

VAT refund has been received from HMRC.

Books are available for inspection now and the audit will take place on 12 June

Payments for approval:-

**Council account:-**

Mrs Andrews	842. 00
Inland Revenue	497. 15
J Yeatman	388. 80
Nest Pension (D/D)	16. 31
Mr & Mrs K Dadge	97. 50
David Buckland	1215.05
Petty Cash	75. 00
Ricoh UK	70. 50
Castle Water, Tolksey	9. 12
Sutcliffe Play replacement swings	201. 84
Southern Electric Rec	61. 56
McCracken & Son 2 <sup>nd</sup> and 3 <sup>rd</sup> cuts	1737.60
Talkingoutloud website	25. 00
AON Insurance	3590. 79
Hickman Bros	57. 15
SSE Office	292. 23

J White reimbursement printing costs	131. 99
Talkingoutloud AGM audio/set up	37. 50
A K Timms	175. 49
Castle Water Rec 92.28 & Cemetery 13.97	106. 25
CFO (Community First Oxfordshire) annual subs	70. 00
<b>Tolsey account.</b>	
Ecclesiastical Insurance	1429. 14
The above were passed for payment.	

## **8. MAYOR'S REPORT**

Cllr White reported he had mainly been spending time on matters concerning Cole's Field.

## **9. WODC REPORT Cllr D Cotterill**

Cllr Cotterill reported that elections are still having an impact on activities. Publica Ltd has been formed to manage the activities of several District Councils and management staff are now employed by it. Publica is owned by these Districts so could be regarded as part of the asset structure. Separate indemnity insurance is now needed for Publica staff and WODC staff and councilors as it cannot come under one umbrella any longer. Further questions need to be asked regarding the possible Unitary Council, for example, could Publica be bought out by any incoming Unitary such that it ceases to operate in West Oxon and WODC assets transfer to the Unitary body? A presentation is scheduled soon by the MD of Publica, David Neudegg, to explain the structure in more detail and clarify such outstanding questions.

WODC assets amount to £36m in property holdings and £32.97m in cash invested with Housing Associations, Bonds and other funds but this fluctuates as District is the tax collector for several other government bodies.

WODC is also investigating the installation of vehicle charging points in its car parks but there are six different standards in the marketplace which makes its issue difficult. We need to wait and see which standard becomes the widely accepted norm.

## **10. NEW CAR PARK**

A plan is being put together looking at extra parking in Guildenford car park. Risk assessment, sequential tests and financial sources will be sought. Cllrs Cotterill & Brown will work on this project.

WODC's survey shows 98% occupancy most of the time and much the same on street parking. A proposal for the High Street to have both sides of the road timed controlled has emerged.

Cllr Mills is happy to extend his field adjacent to the car park for the Festival for 14 days but it makes sense to apply for a longer term during the tourist season. An application will be made by the Council to WODC.

## **11. OCC REPORT Cllr N Field-Johnson**

Elections. The County Council election results are Conservative 31, Labour 14, Liberal Democrats 13, other 5.

The new Cabinet comprises:

Leader of the Council Ian Hudspeth; Deputy Leader July Heathcoat; Cabinet Member for Adult Social Care Lawrie Stratford; for Children & Family Services Steve Harrod.

For Environment & Transport Yvonne Constance; for Finance David Bartholomew; for Local Communities Mark Gray; for Property & Cultural Services Lorraine Lindsay-Gale and for Public Health & Education Hilary Hibbert-Biles.

Parish Councils will be particularly interested in the creation of the new Cabinet post 'Local Communities'.

One of the key tasks for the portfolio holder is to re-energise the 'Oxfordshire Together' campaign that promises closer working between OCC and parish councils.

The leader has stated that he intends to make 'Social Care' & 'Highways Infrastructure' key priorities for the new administration.

Good progress is being made with the HGV initiative to ensure Burford becomes a weight restricted zone.

The road is being resurfaced just North of Burford bridge by the roundabout in mid-July.

The surface cannot be patched and needs to be re-laid which OCC Road Transport Department has now agreed to complete.

Purdah. During the purdah period, the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition a 'Code of Recommended Practice on Local Authority Publicity' published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity such as in the run up to an election.

The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

Unitary update. For the reasons above, the County Council, Oxford City Council and the four District Councils have agreed not to promote their standpoint on the issue of Unitary Government for the period of purdah.

Two key areas for Cllr Field-Johnson are the funding of Social care and Highways Infrastructure – particularly the A40 and a ban of HGVs in and around Burford.

## **12. CORRESPONDENCE**

None.

## **13. COMMITTEE REPORTS**

### **Planning.**

17/01632/LBC. 17/01631/FUL. 113 High Street Burford. Internal & external alteration to create first floor flat and change of use. No objection.

### **Recreation Ground/Pavilion**

Scouts. The wild flower area west of the scout hut is completely overgrown and the copse area is still being used for campfires. The request for a wild flower area first came to the Council in June 2015 but not much has been done to complete this.

General work. Two tonnes of top soil has been added around the play area removing dips. Knotweed has been treated at the fenced off area near the play area; the small swings have been replaced with new.

Future work. More top soil will be added to the Rec where there are trip hazards around the ground. A gap in the wall in Westfield will be repaired, leaving an open gap which could at a later date be filled in with a gate. A post in the fencing at the play area needs fixing.

McCrackens have quoted £450 plus vat to remove the dead pine tree, inspecting all trees and removing dead branches from tree on the mound by the pavilion.

Council approved this cost.

It was noted that some youth club equipment is still in the Pavilion. Cllr Brown will liaise with Jo Vickers for its removal.

An outside wall to a building next to Burford Mews is in a bad state of repair. Ownership needs to be established so that it can be repaired.

ROSPA. An inspection of the play area will be carried out in July. When this has been done the new equipment donated from the Burford Festival will be installed.

Pavilion. The toilets have been up graded and painted.

Festival parking will be on Westfield.

#### **Environment & Cemetery**

Weeds are just about being kept under control throughout the town. Working parties continue to try and keep the paths litter free.

At a recent cemetery meeting it was noted that many plots have dead or faded artificial flowers. These will be removed. The Lichgate roof needs some minor repairs and the guttering and downpipes need painting. Quotes will be sought.

An area by the chapel will be reclaimed for ashes plots and a small stone retaining wall built.

Generally, the Cemetery is in very good order.

#### **Traffic.**

Plans for a weight restricted zone from the A40 to Burford bridge are being considered. Signage will be costly.

#### **14. ANY OTHER BUSINESS**

A metal trip hazard has been noted by the edge of the kerb near the Highway. OCC will level the area; several people have tripped on this.

A resident on The Hill has painted Keep Clear on the parking space outside their premises. OCC will investigate.

Work to trees on the Rec in the copse area will be carried out 15 June for aerial purposes. It was noted that a satellite dish has been erected on the top of Hanover House. It is very visible – the matter will be reported to WODC Planning.

A black and gold bin has been taken from outside Burford News. This will need replacing.

Council agreed to fly the Red Ensign for Merchant Navy Day on 3 September.

The Mayor asked Councillors to confirm to the Clerk whether they will stand for re-election next May.

#### **15. CHARITY MATTERS.**

None.