

**Minutes of the Burford Town Council meeting held in the Council  
Chamber on 7 September 2011 at 7.00pm**

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**Present:** Cllr J White. Mayor. Cllr J Tunnell-Westmacott. Deputy Mayor  
Cllr S Lofthouse. Cllr D Cohen. Cllr P Bush. Cllr D Cotterill. Cllr N Mills.  
Cllr D Walker. Maggie Andrews Town Clerk.

**1. MINUTES**

**Resolved:** That the minutes of the Council meeting held on 3 August be approved as a correct record and signed by the Chairman

**2. MATTERS ARISING**

Covered in agenda.

**3. OTHER MATTERS FOR DISCUSSION**

It was noted that prior to the Council meetings, there is now a regular monthly website meeting with Allan Read. Councillors were urged to submit input to keep the site current up to date.

Allan Read has submitted a new letter head design, this is under discussion.

The new computer has been installed and upgraded.

OXTV have produced a video of the VIC Centre opening which was run as a test sample.

All agreed this was successful and to confirm our acceptance with Gavin Hyatt the producer. Future events of local interest will be filmed and put on the website. Log-on details of the site to follow.

**4. APOLOGIES FOR ABSENCE** Cllrs Temple-Bruce & Brown.

**5. DECLARATION OF INTEREST**

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

Cllr Walker – Planning

Cllr Tunnell-Westmacott – Environmental & Cemetery

Cllr Brown – Recreation Ground & BEAP (report submitted in Cllr Brown's absence).

Cllr White – Traffic Advisory.

**6. TREASURER'S REPORT**

Invoices for payment:

Mrs M Andrews salary	706. 30
Inland Revenue	286. 47
Mr & Mrs K Dadge	91. 00
Petty Cash	50. 00
Southern Elec. Office	213. 08
Southern Elec. Rec	34. 68
Talkingoutloud – computer support – 2 hours	25. 00
RICOH photocopier	65. 35
Pestakers (wasp nest Tanners Lane)	48. 00

McCracken & Son 7 <sup>th</sup> and 8 <sup>th</sup> cut	1737. 60
Talkingoutloud – meeting with OXTV	25. 00
A K Timms	249. 89
BT Internet broad band	34. 76
Chubb Fire annual check and parts	234. 76
C.P.C. Farnell – new office computer	508. 00
Oakshower Services (wedding party, reimbursed)	77. 73
Oxfordshire Playing Fields Association annual subs	35. 00

The above were passed for payment

### **7. MAYOR'S REPORT**

The Mayor had supper with two Potenza Picena residents who recently spent their honeymoon in Burford.

He attended the Fire Fighters BBQ held at the Bowls Club, which raised £500; the Residents Association summer BBQ, judging the children's fancy dress competition, and the opening of the Visitor Information Centre.

### **8. W.O.D.C. REPORT**

Repatriations have been transferred from Lyneham to RAF Brize Norton and a memorial garden has been built in Norton Way, Carterton. A flag handover ceremony was attended by the Prime Minister on 1 September and the first repatriation takes place on the 8<sup>th</sup>.

### **9. O.C.C. REPORT**

No report.

### **10. CORRESPONDECE**

1. Correspondence regarding parking issues is ongoing between the sub-postmistress, WODC and the Council.
2. Ross Whitmill. Request to trade under the Tolsey selling take-away food. Council declined the application.
3. Mr Green – application to sell various items under the Tolsey. Council also declined this application.
4. Healthcare. A local company have applied to have an awareness and information day under the Tolsey regarding healthcare aids. Council agreed.
5. Mrs Loades had written to the Mayor regarding several local issues. The Mayor responded directly.
6. ORCC. AGM meeting. Information.
7. Parish Transport Plan meeting. Information.
8. Review of Octabus dial a ride service. Request further information.
9. The Mayor of Potenza Picena. Invitation to annual wine festival.

### **11. COMMITTEE REPORTS**

#### **Planning.**

The following plans were discussed:-

W11/1182. The Old Brewery. Sheep Street. Conversion of building to provide two flats. This development will create more on-street parking and as such is against policy. It is for this reason Council objected.

W11/1259. 156 The Hill. Erection of single storey rear extension. No objection.

W11/1288. 144-146 The Hill. Internal alterations to construct insulated ceiling to entrance area. No objection.

W11/1302. 74 Frethern Close. Installation of air pump heat source. No objection.

W11/1233. 33 Sheep Street. Alterations and replacement of existing metal casement windows to north elevation. Cllr Lofthouse declared an interest and took no part in the discussions. No objection.

W11/1307. Upton Downs Farm. Change of use, re-cladding of Barn. Council are very supportive of the development of this strong local business, providing local produce to the area. No objection.

W11/1347. 3 Witney Street. Removal of single storey extension – erection of single storey and two storey side extension. No objection.

W11/1355. 20 Witney Street. Erection of single storey extension. No objection.

### **Recreation Ground**

Cllr Bush reported that work to the drainage system and cess pit has been completed at a cost of £400.

Future work to refurbish the showers in the Pavilion is currently being discussed.

### **Environment & Cemetery**

Frethern Close. Work required by Cottsway on weeding and replacing broken kerb stones. The standard of grass cutting carried out by Cottsway Housing is unacceptable. Cllr Bush agreed to identify the areas in question so that we can write to the Chief Executive of Cottsway.

Cllr Tunnell-Westmacott agreed to talk to Mr Coles, the owner of a field behind the Frethern Close estate, requesting that a barrier be installed across the access area, to deter unauthorized use of the field.

A working party will be held at the Cemetery on Monday 19<sup>th</sup> September at 6pm.

The Chamber of Trade are proposing to erect the Burford map at the Falkland Hall site.

Cllrs Walker and Lofthouse to action and report back.

### **BEAP.**(Burford Emergency Action Plan)

W.O.D.C have offered us more fluorescent jackets. It was agreed to have six extra.

### **Rural Housing Exception Scheme.** No information.

### **Traffic.** Traffic Advisory meeting 14 September.

The agenda has been circulated. Cllr Bush suggested a different crossing on the High Street. The Mayor asked him to document his ideas so that this could be discussed with O.C.C. as a proposal. A separate meeting could then be called.

### **Warwick Hall.**

Cllr White reported that revised plans and drawings had been agreed by the PCC. These will be sent to W.O.D.C. as a planning application.

**NAG.** Neighbourhood Action Group. Cllr Bush attended this meeting as our representative, which he found useful. He met with the new PCSO officer Darryn Moulding and the Retained Station Support Officer Kevin Robbins.

The subject of dog fouling was discussed and we were reminded that Traffic Wardens can and do issue on the spot fines.

**12. ANY OTHER BUSINESS**

Jubilee 2012. A committee meeting will be held early in October. TBA.

Cllr Cotterill said that Councillors at W.O.D.C. are looking at planning sites, at the Public meeting on 14 September, to be held at the Corn Exchange, Witney.

Councillors were reminded of the Civic Service 18 September and the reception after the service.

Cllr Lofthouse reported that several parking cones are permanently outside the Bay Tree Hotel. It was suggested a letter be sent to The Bridge. Cllr Lofthouse to action.

**13. CHARITY MATTERS**

None, other than those reported under agenda item 3 above, Tolsey trading.

The meeting closed at 8.35pm.

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