BURFORD PARISH COUNCIL

Clerk: Gaynor Long – clerk@burfordparishcouncil.gov.uk
3 Longmeadow, Burford, Tenbury Wells, Worcestershire, WR15 8DT

BURFORD PARISH COUNCIL

Minutes of the Meeting of Burford Parish Council held on Thursday 3 September 2026 at 7 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8LA.

PRESENT: Cllrs. B. Thomas, C. Roberts, J. Yardley, L. Hickling, E. Allen and C. Griffith.

IN ATTENDANCE: Mrs. G. Long (Clerk)

116/26 APOLOGIES
No apologies.

117/26 DECLARATIONS OF INTEREST
The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered.

118/26 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION
No members of the public were present.

119/26 MINUTES
To approve the Minutes of the meeting held on 9 July 2026.
Members considered the Minutes of the Parish Council held on 9 July 2026.
It was proposed by Cllr. Yardley and seconded by Cllr. Roberts and unanimously.
RESOLVED:
The Minutes of the meeting of Burford Parish Council held on 9 July 2026 were confirmed as a true and accurate account of the meeting. The Minutes were duly signed by the Chair as a true and correct record of the proceedings.

120/26 CHAIR'S ANNOUNCEMENTS
No announcements.

121/26 COUNCILLORS' ANNOUNCEMENTS
No announcements.

122/26 FINANCE.
Members received the bank reconciliation for the period ending 28 August 2026.
The account balances as at 28 August 2026 were confirmed as:
Current Account - £2,649.67
Deposit Account - £59532.07
It was proposed by Cllr. Thomas, seconded Cllr. Roberts and unanimously:

RESOLVED:
To confirm and note that the Council's bank accounts had been appropriately reconciled to the period 28 August 2026.

To consider the list of payments as circulated – proposed by Cllr. Thomas, seconded by Cllr. Yardley, all agreed.

	Payments List	**28 August 2026**	
Date	**Recipient**	**Details**	**Amount £**
06/07/2026	Hugo Fox	Website (DD)	11.99
08/07/2026	Hugo Fox	Emails (DD)	20.99
13/07/2026	Valda	Street Lighting (DD)	172.37
17/07/2026	Information Commissioner's Office	Annual Renewal	47.00
29/07/2026	JA Bradley Services	Repairs to Fence	486.00
29/07/2026	G Long	Clerk Salary July	701.12
03/08/2026	SALC	Training	45.00
04/08/2026	Amazon	Stationery	48.98
05/08/2026	Hugo Fox	Emails (DD)	20.99
06/08/2026	GR Bright Electricals	Key Cutting	5.00
10/08/2026	Hugo Fox	Website (DD)	11.99
11/08/2026	Valda	Street Lighting (DD)	190.09
13/08/2026	Jnr refurbs Ltd	Painting of Playground Fence	2,650.00
23/08/2026	Burford Village Hall	Hall Hire	26.00
25/08/2026	G Long	Clerk Salary August	693.92
26/08/2026	SLCC	Training	168.00
		Paid out (urgent decisions)	**£ 5,299.44**

	Income List	**28 August 2026**	
	Payee	**Details**	**Amount £**
10/07/2026	TSB	Interest	78.90
16/07/2026	HMRC	VAT Refund	770.68
10/08/2026	TSB	Interest	81.37
		Income	**£ 930.95**

RESOLVED:
To approve the schedule of payments.
c) Summary of Receipts and Payments to 28 August 2026
RESOLVED:
To note the receipts and payments summary to the period ended 28 August 2026.

123/26 PLANNING APPLICATIONS
No Planning Applications.

124/26 PROGRESS REPORT
a) Fence – nothing to report.
b) Playground – Clerk to obtain quotations for a picnic table and bench.

125/26 RESPONSIBLE AREAS
a) Playground – the fence around the playground was repainted.
b) Maintenance of trees and open areas - nothing to report.

126/26 NEW COUNCILLOR

It was agreed that Cllr. Thomas should confirm with Carl Fordington that he is still interested in joining the parish council.

127/26 REPLACEMENT TREES, BORASTON DRIVE

Cllr. Hickling to contact Millenium Orchard to seek their advice on the location of the trees following two trees being cut down in Boraston Drive.

128/26 OSTENSIBLE AUTHORITY POLICY

It was agreed that an Ostensible Authority Policy was not required as all points are covered in the parish council's Financial Regulations and Standing Orders.

129/26 SWIFT PROJECT

The Clerk reported that 27 responses have been received from residents who were interested in having a swift or house martin nestbox. It was proposed by Cllr. Hickling and seconded by Cllr. Roberts that the council would supply the nestboxes, with a maximum budget of £1,500.00, and that the installation of the nestboxes to be the responsibility of the residents. The Clerk to advise the residents that house martins do make a mess, swifts do not and ask if they would like either a swift or house martin nestbox.

130/26 REPLACEMENT LAPTOP

The Clerk reported that the current laptop was over seven years old and is not functioning properly. Cllr. Roberts proposed and Cllr. Yardley seconded that a replacement laptop be purchased, budget £500, and that there was not a requirement for IT support or checkups.

131/26 CIVILITY STATEMENT

A Civility Statement was represented to the meeting, each councillor signed their statement and kept a copy for themselves. See Appendix A.

132/26 NJC 2026-27 NATIONAL SALARY AWARDS FOR CLERKS

The NJC 2026-27 National Salary Awards for Clerks was presented at the meeting. Cllr. Allen proposed and Cllr. Yardley seconded that the increase of 3.3% (53 pence per hour) be awarded to the Clerk.

133/26 TRAINING

No training taken place since last meeting.

134/26 ANY OTHER BUSINESS

Clerk to contact Stuart Anderson's Assistant to ascertain why the video taken at the meeting was not on his Facebook page.

135/26 REPORT ON URGENT DECISIONS SINCE LAST MEETING

None

136/26 ITEMS FOR FUTURE AGENDA

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

137/26 CONFIRM DATE OF NEXT MEETING

22 October 2026 at 7 pm.

138/26 CLOSURE OF MEETING

The meeting closed at 8 pm.

Signed: _____

Date: 22/10/26