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, 22 October 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 Cllr. C. Fordington who joined the meeting after /26

**IN ATTENDANCE:** Mrs. G. Long (Clerk)

**139/26 APOLOGIES**
Cllr. C. Griffiths due to work commitments.

**140/26 DECLARATIONS OF INTEREST**
The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered.

**141/26 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION**
Ward Cllr. C. Shackerley-Bennett (see Appendix B) and Mr. Graham Brittan, Co-ordinator of Tenbury Flood Defence Team (see Appendix C).

**142/26 ACCEPT CARL FORDINGTON AS A COUNCILLOR**
Cllr. Thomas proposed and Cllr. Roberts seconded that Carl Fordington be appointed as a Councillor for Burford Parish Council. All in favour.

**143/26 MINUTES**
To approve the Minutes of the meeting held on 3 September 2026.
Members considered the Minutes of the Parish Council held on 3 September 2026.
It was proposed by Cllr. Hickling and seconded by Cllr. Roberts and unanimously.
**RESOLVED:**
**The Minutes of the meeting of Burford Parish Council held on 3 September 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.**

**144/26 CHAIR'S ANNOUNCEMENTS**
See Appendix A.

**145/26 COUNCILLORS' ANNOUNCEMENTS**
See Ward Cllr. C. Shackerley-Bennett's report attached, Appendix B.

**146/26 FINANCE.**
Members received the bank reconciliation for the period ending 16 October 2026.
The account balances as at 16 October 2026 were confirmed as:
Current Account - £4,560.10
Deposit Account - £54,678.96

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 16 October 2026.**

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

| | **Payments List** | **16 October 2026** | |
|---|---|---|---|
| **Date** | **Recipient** | **Details** | **Amount £** |
| 07/09/2026 | Hugo Fox | Website (DD) | 11.99 |
| 08/09/2026 | Hugo Fox | Emails (DD) | 20.99 |
| 11/09/2026 | Valda | Street Lighting (DD) | 255.84 |
| 11/09/2026 | HP | Laptop | 619.00 |
| 29/09/2026 | PKF Littlejohn | External Audit | 378.00 |
| 29/09/2026 | G Long | Clerk Salary September | 693.92 |
| 29/09/2026 | HMRC | PAYE/NIC | 94.12 |
| 30/09/2026 | G Long | Clerk Expenses | 104.00 |
| 05/10/2026 | Hugo Fox | Emails (DD) | 20.99 |
| 07/10/2026 | John Bridger | Setup and Backup of Laptop | 540.00 |
| 18/10/2026 | Hugo Fox | Website (DD) | 11.99 |
| 12/10/2026 | Valda | Street Lighting (DD) | 293.89 |
| 10/10/2026 | Amazon | Stationery | 44.84 |
| | | **Paid out (urgent decisions)** | **£ 3,089.57** |

| | **Income List** | **16 October 2026** | |
|---|---|---|---|
| | **Payee** | **Details** | **Amount £** |
| 10/09/2026 | TSB | Interest | 75.94 |
| 10/10/2026 | TSB | Interest | 70.95 |
| | | **Income** | **£ 146.89** |

**RESOLVED:**
**To approve the schedule of payments.**
**c) Summary of Receipts and Payments to 16 October 2026**
**RESOLVED:**
**To note the receipts and payments summary to the period ended 16 October 2026.**

**147/26 PLANNING APPLICATIONS**
Planning Application Submitted – 26/03594/FUL Burford Mill Farm, WR15 8HH. Change of use of outbuilding to form a farm office and welfare building (part retrospective).
Planning Application Granted – 26/01739/FUL Burford Mill Farm, WR15 8HH. Relocation of vehicular access with visibility splay, to include removal/replanting of hedgerow.

**148/26 PROGRESS REPORT**
Playground – it was proposed by Cllr. Hickling and seconded by Cllr. Allen that a recycled plastic picnic table and benches be purchased for the playground. All in favour.

**149/26 RESPONSIBLE AREAS**

a) Playground – nothing to report.

b) Maintenance of trees and open areas - nothing to report.

**150/26 EXTERNAL AUDITOR'S REPORT**

The external auditor's report highlighted that Employers' Allowance had been claimed by payroll which the parish council is not entitled to, this has now been corrected.

**151/26 DRAFT BUDGET**

A draft budget was presented, amendments agreed, the final budget for 1 April 2027 to 31 March 2028 to be presented at the next meeting.

**152/26 RELOCATION OF TENBURY WELLS MUSEUM AND HISTORY GROUP**

The Council had been approached by The Trustees of Tenbury Wells Museum and History Group asking if they would make a contribution to the purchase of the former Methodist Church in Cross Street for the museum's relocation. Cllr. Thomas proposed and Cllr. Allen seconded that a donation of £1,000 be offer, all in favour. Cllr. Thomas to inform the Trustees of the donation which will be made upon the purchase of the church.

**153/26 CLEANING OF TENBURY BRIDGE**

Cllr. Thomas reported that the cleaning of the Tenbury Bridge would take place during the night/early morning of 25/26 September 2026.

**154/26 REPLACEMENT OF TREES, BORASTON DRIVE**

Millenium Orchard have offered two apple trees to replace two trees that had previously been removed. Cllr. Hickling proposed and Cllr. Roberts seconded that a donation of £50 be given to The Millenium Trust, all agreed.

**155/26 NESTBOXES PROJECT**

Cllr. Hickling visited residents who had expressed an interest in having nestboxes installed on their properties. Cllr. Hickley and the Clerk to liaise on the purchase of the boxes and instructing a handyman to install the nestboxes on properties where the residents are unable to do so, the residents to cover the cost of the installation.

**156/26 REPLACEMENT LAPTOP**

The Clerk reported that a new laptop had been purchased and setup.

**157/26 SOLAR SPEED SIGNS**

The Clerk reported that although the police had been contacted on many occasions in connection with carrying out a speed check on the 30 mph stretch of the A456 a check had not been carried out.

Ward Cllr. Shackerley-Bennett to contact Shropshire Council to ascertain what the Parish Council can do to obtain permission to erect the speed signs.

**158/26 REMEMBRANCE DAY WREATH**

It was proposed by Cllr. Yardley and seconded by Cllr. Roberts that Burford Primary School would be asked if they would like to hold a competition to design the inner of a Remembrance Day wreath as per the last two years, unanimously agreed. Clerk to contact the school.

**159/26 DOG FOULING**

It was agreed that dog fouling is not a major problem in Burford and that there were sufficient dog fouling signs.

**160/26 TRAINING**

No training taken place since last meeting.

**161/26 ANY OTHER BUSINESS**

No other business.

**162/26 REPORT ON URGENT DECISIONS SINCE LAST MEETING**

None

**163/26 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.

**164/26 CONFIRM DATE OF NEXT MEETING**

26 November 2026 at 7 pm.

**165/26 CLOSURE OF MEETING**

The meeting closed at 8.30 pm.

Signed: _____

Date: _____

Appendix A

Report from Bridget Thomas, Burford Parish Council Chair.

I reported on the Tenbury Swimming Pool and the proposed extension. The Application has been submitted to Malvern Hills District Council and a decision is awaited.
The extension will reduce the parking spaces, but the overflow car park in Palmers Meadow will be available when needed.
The cost of this extension is substantial, but the Trustees are confident that funding will be found.

APPENDIX B

Report from Cllr. Charles Shackerley-Bennett

The deadline for consultations on the proposed development of 100 house on Boraston Lane is very soon; i.e. 2nd November, 2026. I suggested that any further points, that might have arisen more recently, should be addressed soon. There was some discussion and I believe it was agreed that a further submission by the parish council would be made.

I briefly discussed the issue of "devolution". The government national programme of creating larger Mayoralty units encompassing several LGAs or counties has been in progress. The situation with regards to Shropshire is not too clear. The county does not fall into a natural unit but some kind of sub-regional grouping would likely be required. However, the national scheme has been paused so we remain in limbo at the moment.

Shropshire council has proposed that some aspects of the council's responsibilities could be available for transfer to town and parish councils; a species of local devolution. The terms would be rigorous and very specific. The council has developed some guidelines and procedures. If this parish was interested I could forward these to the clerk. There are , I believe, some three pilot projects in the planning stage; all involve town councils.

There have also been discussions concerning partnership agreements involving parish councils. These would not transfer legal liability but would be an opportunity for some functions to be handled locally; and possibly funded by the parish precept?

Appendix C

# Tenbury Flood Warden Scheme

## Presentation to Burford Parish Council, 22th October 2026

Further to my attendance at the Tenbury Area Partnership on the 21st of October 2026 and questions posed to the Chair of the Burford Parish Council (Bridget), I was asked to attend the Burford Parish Council meeting and address all present members.

Firstly, I delivered a brief overview of the Tenbury Flood Warden Scheme, which is a voluntary community organisation, consisting of a committee of nine personnel and approximately 40 registered local volunteers.

**Committee:**

Chair, Simon Davies (Also Flood Warden)
Secretary, Richard Connoley
Treasurer, Tony Gould
Co-ordinator, Sue Bakewell
Co-ordinator, Graham Brittain
Flood Warden, Philip Wormington
Flood Warden, Duane Hubbard
Flood Warden, Sharon Sheppard
Flood Warden, Ryan Parkes

We presented to Burford Parish Council our intention to inspect the Drains and Culverts, in at risk areas of Burford, first week of November and asked for information on the method of reporting issues to Shropshire County Council Highways and route of escalation, including contact names, email addresses and phone numbers.

We also advised that the two Flood Wardens doing the inspections are Burford residents and would be identified by their High Visibility Jackets emblazoned with Flood Warden Markings.

We will also be holding a public open event on the 28th of November, between 10am and 2pm, being held at the Masonic Rooms, Church St, Tenbury Wells, this event is to both communicate TFW role in the event of any potential flooding in both, Tenbury Town, Burford and surrounding areas, in conjunction with Tenbury Town Council, Burford Parish Council, Worcester County Council, Shropshire County Council, Environmental Agency, Emergency Services, Tenbury Transport Trust, etc.

TFW scheme plans to build a central database of contact information to assist with streamlining any required actions or escalations.

Graham Brittain, Tenbury Flood Warden Co-ordinator