

## BURFORD PARISH COUNCIL

Clerk: Gaynor Long – [burfordparishcouncil@gmail.com](mailto:burfordparishcouncil@gmail.com)  
3 Longmeadow, Burford, Tenbury Wells, Worcestershire, WR15 8DT

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### BURFORD PARISH COUNCIL

Minutes of the Meeting of Burford Parish Council held on Thursday, 16 October 2025 at 7.00 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8JX.

**PRESENT:** Cllrs. B. Thomas, C. Roberts, L. Hickling, J. Yardley and E. Allen, and C. Griffith after point 119/25.

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

**117/25 APOLOGIES**

No apologies.

**118/25 DECLARATIONS OF INTEREST**

The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered.

**119/25 ACCEPT CALLAN JOSHUA GRIFFITHS AS A COUNCILLOR**

Cllr. Yardley proposed and Cllr. Hickling seconded that Callan Griffiths be co-opted onto the Parish Council. All in favour.

**120/25 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION**

One member of the public was present. She was requesting the help of the Parish Council to erect a 'Dead End' or 'No Through Road' sign at the entrance to Castle Close as large lorries sometimes miss the turning to Forrester's Road to get to the A456 and drive down Castle Close. Castle Close does not have the facility for large lorries to turn. The Parish Council advised that this was not within their power/jurisdiction but the Clerk would email Highways, using her official email address, to request a sign.

**121/25 MINUTES**

To approve the Minutes of the meeting held on 4 September 2025.  
Members considered the Minutes of the Parish Council held on 4 September 2025.  
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 4 September 2025 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.**

**122/25 CHAIR'S ANNOUNCEMENTS**

See Appendix A.

**123/25 COUNCILLORS' ANNOUNCEMENTS**

None.

**124/25 FINANCE.**

Members received the bank reconciliation for the period ending 10 October 2025.

The account balances as at 10 October 2025 were confirmed as:

Current Account - £7,054.58

Deposit Account - £53,393.54

It was proposed by Cllr. Yardley, seconded Cllr. Roberts and unanimously:

**RESOLVED:**

**To confirm and note that the Council's bank accounts had been appropriately reconciled to the period 10 October 2025.**

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

<b>Payments List</b>		<b>10 October 2025</b>	
<b>Date</b>	<b>Recipient</b>	<b>Details</b>	<b>Amount £</b>
08/09/2025	YuEnergy	August Energy Use (DD)	298.41
08/09/2025	YuEnergy	August Energy Use (DD)	20.94
07/09/2025	Hugo Fox	Website (DD)	11.99
08/09/2025	Hugo Fox	Emails (DD)	20.99
08/09/2025	MTM Contractors	Grass Cutting and Repairs to Playground	696.00
08/09/2025	Sports & Playground Services	Inspection of Playground	34.80
20/09/2025	G Long	Clerk Salary September	739.07
20/09/2025	HMRC	Clerk Salary September	83.04
26/09/2025	YuEnergy	Electricity Final Bill (DD)	7.41
30/09/2025	PKF Littlejohn	External Auditor	426.00
06/10/2025	Hugo Fox	Website (DD)	11.99
08/10/2025	Hugo Fox	Emails (DD)	20.99
08/10/2025	UK Sign Shop	Signs for playground x 2	138.00
08/10/2025	YuEnergy	September Energy Use	335.66
08/10/2025	SALC	Training	90.00
08/10/2025	G Long	Expenses	48.00
10/10/2025	Value Product Ltd	No Parking Sign	23.04
<b>Paid out</b>			<b><u>£3,006.33</u></b>
<b>(urgent decisions)</b>			

<b>Income List</b>		<b>10 October 2025</b>	
	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
10/09/2025	TSB	Interest	66.97
03/10/2025	Burford Trust	Donation for fence	5,458.32
10/10/2025	TSB	Interest	65.30
<b>Income</b>			<b><u>£5,590.59</u></b>

**RESOLVED:**

**To approve the schedule of payments.**

**c) Summary of Receipts and Payments to 10 October 2025**

**RESOLVED:**

**To note the receipts and payments summary to the period ended 10 October 2025.**

**125/25 PROGRESS REPORT**

- a) The majority of the fence has been erected, awaiting the manufacturer of the gate hinges. It was proposed by Cllr. Thomas and seconded by Cllr. Yardley that the fence be extended in front of the village hall to prevent cars from driving onto the field.
- b) Two quotations for play equipment for two to five year olds was presented at the meeting, still awaiting a third quotation. From the two quotations presented the tractor and trailer was favoured and an alternative to a spring piece of equipment be sought. No final decision was made awaiting the third quotation.

**126/25 RESPONSIBLE AREAS**

- a) Playground – nothing to report.
- b) Lighting – Clerk to ascertain who owns a light, which is not working, near Burford House as it is not on the Parish Council's list of lights owned.
- c) Cllr. Hickling to liaise with The Millenium Orchard re apple trees. The Council agreed to pay for stakes and ties if necessary.

**127/25 PLANNING**

Planning applications refused:

- a) 25/01977/FUL Burford Oaks, Burford, WR15 8HH. Erection of detached double garage with external stairs.

**128/25 EXTERNAL AUDITORS' REPORT**

The external auditors' report contained two errors made by the Clerk for which she apologised and stated that they would not happen again. External Auditor's report on website.

**129/25 DATES FOR PARISH COUNCIL MEETINGS 2026**

The dates for Parish Council Meetings 2026 are:

January 8  
February 19  
April 9  
May 14  
July 9  
September 3  
October 15  
November 26

**130/25 DRAFT BUDGET 1 APRIL 2026 TO 31 MARCH 2027**

The draft budget was discussed, amendments agreed to be implemented and the final budget for 1 April 2026 to 31 March 2027 to be presented at the next meeting.

**131/25 REMEMBRANCE DAY WREATH**

It was agreed that Burford Primary School would be asked to undertake a competition to design the middle to Burford Parish Council's Remembrance Day Wreath, as per last year. If the winner would like to he/she to accompany the Chair and Clerk on the parade and lay the wreath. Three prizes in total to be given. Clerk to liase with school and source prizes.

**132/25 TRAINING**



Cllr. Allen attended a zoom Fundamental for Councillors course and Clerk attended a zoom Clerks the Knowledge course.

**133/25 ANY OTHER BUSINESS**

No other business.

**134/25 REPORT ON URGENT DECISIONS SINCE LAST MEETING**

No urgent decisions.

**135/25 CONFIRM DATE OF NEXT MEETING**

22 November 2025 at 7 pm.

**136/25 CLOSURE OF MEETING**

The meeting closed at 7.53 pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

Report from Bridget Thomas, Burford Parish Council Chair.

Caroline joined me at the meeting at Upper Teme Valley Business Park. This was to officially open the Park with Ludlow and Burford MP Stewart Anderson, Worcestershire County Councillor Tenbury Division Justin Bowen and representatives from all the people involved in operating the Park.

A ribbon was cut and interviews for Sunshine Radio were recorded.

There will be 23 units with some already occupied.

We met with Callum Griffiths, who agreed to attend our next BPC meeting to be co-opted on to the Council at that meeting.

It was a very interesting and useful meeting.