

## BURFORD PARISH COUNCIL

Clerk: Gaynor Long – clerk@burfordparishcouncil.gov.uk  
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 9 April 2026 at 7 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8JX.

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

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

**47/26 APOLOGIES**

Cllr. J. Yardley due to previous commitments.

**48/26 DECLARATIONS OF INTEREST**

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

**49/26 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION**

No members of the public were present.

**50/26 MINUTES**

To approve the Minutes of the meeting held on 19 February 2026.  
Members considered the Minutes of the Parish Council held on 19 February 2026.  
It was proposed by Cllr. Thomas and seconded by Cllr. Roberts and unanimously.

**RESOLVED:**

**The Minutes of the meeting of Burford Parish Council held on 19 February 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.**

**51/26 CHAIR'S ANNOUNCEMENTS**

See Appendix A.

**52/26 COUNCILLORS' ANNOUNCEMENTS**

See Appendix B.

**53/26 WARD COUNCILLOR'S REPORT**

No report submitted.

**54/26 FINANCE.**

Members received the bank reconciliation for the period ending 31 March 2026.  
The account balances as at 31 March 2026 were confirmed as:

Current Account - £6,357.86

Deposit Account - £24,742.48

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 31 March 2026.

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

| <u>Date</u> | <u>Payments List</u><br><u>Recipient</u> | <u>31 March 2026</u><br><u>Details</u> | <u>Amount £</u>          |
|-------------|------------------------------------------|----------------------------------------|--------------------------|
| 23/02/2026  | Amazon                                   | Filing Cabinet                         | 63.16                    |
| 25/02/2026  | G Long                                   | Clerk Salary February                  | 660.27                   |
| 25/02/2026  | Millennium Trust                         | Donation                               | 50.00                    |
| 06/03/2026  | Hugo Fox                                 | Website (DD)                           | 11.99                    |
| 09/03/2026  | Hugo Fox                                 | Emails (DD)                            | 20.99                    |
| 09/03/2026  | Amazon                                   | Stationery                             | 74.82                    |
| 27/02/2026  | JA Bradley Services                      | Fence                                  | 5,458.32                 |
| 09/03/2026  | SALC                                     | Training                               | 82.50                    |
| 09/03/2026  | Play Safety                              | Annual Playground Inspection           | 123.60                   |
| 08/03/2026  | MTM Contracting Ltd                      | Repairs to Playground                  | 102.00                   |
| 06/03/2026  | Active Garden                            | Playground Equipment                   | 12,608.80                |
| 28/02/2026  | JA Bradley Services                      | Extension to Fence                     | 1,286.40                 |
| 03/04/2026  | Valda Energy                             | Lighting (DD)                          | 251.81                   |
| 11/03/2026  | Prysmian                                 | Repair to Light                        | 798.94                   |
| 06/02/2026  | National Grid                            | Repair to Light                        | 499.95                   |
| 16/03/2026  | Burford Village Hall                     | Hall Hire                              | 39.00                    |
| 22/12/2025  | G Long                                   | Clerk Salary March                     | <u>660.27</u>            |
|             |                                          | <b>Paid out</b>                        | <b><u>£22,792.82</u></b> |
|             |                                          | <b>(urgent decisions)</b>              |                          |

|            | <u>Income List</u><br><u>Payee</u> | <u>31 March 2026</u><br><u>Details</u> | <u>Amount</u>          |
|------------|------------------------------------|----------------------------------------|------------------------|
| 10/03/2026 | TSB                                | Interest                               | 56.04                  |
| 27/03/2026 | HMRC                               | VAT Refund                             | <u>607.63</u>          |
|            |                                    | <b>Income</b>                          | <b><u>£ 663.67</u></b> |

**RESOLVED:**

To approve the schedule of payments.

c) Summary of Receipts and Payments to 31 March 2026

**RESOLVED:**

To note the receipts and payments summary to the period ended 31 March 2026.

**55/26 GOVERNANCE STATEMENT**

The Governance Statement was presented at the meeting, accepted by the councillors and signed by the Chair.

**56/26 INSURANCE RENEWAL**

A three year insurance renewal premium was presented at the meeting and unambiguously agreed.

**57/26 PROGRESS REPORT**

- a) The installation of the gate and extended fence have been completed.
- b) The tractor and trailer and two play boards have been installed.

**58/26 RESPONSIBLE AREAS**

- a) Lighting – The light near Burford House has been replaced.
- b) It was agreed that MTM be asked to cut the hedge of a vacant property in Borderway as it overhangs the pavement. Also it was agreed that a patch of land at the rear of Boraston Drive be designated a wild flower protected space, Clerk to advise MTM.

**59/26 PLANNING APPLICATIONS**

Planning Applications Granted:

- a) 23/02796/FUL Proposed Residential Development Land of A456, erection of 40 dwelling, vehicular, pedestrian and cycle access from the A456, landscaping, open space, sustainable urban drainage and associated infrastructure.
- b) 26/00085/FUL Burford Church of England Primary School, provision of demountable building for use as a classroom.

**60/26 NO MOW MAY**

It was agreed to participate in No Mow May in the same areas as last year. Clerk to instruct MTM Contracting Ltd.

**61/26 ACCESSIBILITY STATEMENT 2026-2027**

An Accessibility Statement was presented at the meeting and agreed, please see website.

**62/26 SEVERN TRENT COMMUNITY FLOODING TEAM**

Cllrs. Thomas, Yardley and Hickling and the Clerk met with two representatives of the Severn Trent Community Flooding Team to show them where the worst flooding takes place. The representatives to ascertain the route of the pipe under the bridge and also if Esterform and Kerrys had obtained Trade Effluent consent.

**63/26 SWIFT PROJECT**

Cllr. Hickling to carry out a survey of residents to ascertain how many would be prepared to house swift nesting boxes and also, if there was great demand, would they be prepared to contribute to the cost of the boxes.

**64/26 SOLAR TRAFFIC SPEED SIGNS**

Three quotations for the erection of solar traffic speed signs to be sought and permission obtained from Highways to erect the signs.

**65/26 PURCHASE OF RECONDITIONED IPAD FOR THE CHAIR**

It was proposed by Cllr. Allen and seconded by Cllr. Roberts that the purchase of a reconditioned Ipad, at a cost of £360.00, be carried out as the Chair's current Ipad is unable to download SpaceMail.

**66/26 TRAINING**

The Clerk advised that she had successfully completed the Introduction to Local Council Administration course as requested in her appraisal in April 2025. It was agreed that she should also complete the Financial Introduction to Local Council Administration course.

**67/26 ANY OTHER BUSINESS**

No other business.

**68/26 REPORT ON URGENT DECISIONS SINCE LAST MEETING**

No urgent decisions

**69/26 ITEMS FOR FUTURE AGENDA**

No items for future agenda given.

**70/26 CLERK'S ANNUAL APPRAISAL AND SALARY REVIEW**

The Clerk left the meeting. It was proposed by Cllr. Thomas and seconded by Cllr. Roberts that the Clerk's salary be increased from Grade 15 to Grade 17 according to the Local Government Services Pay Agreement 2025/26, an increase of 52 pence per hour.

**71/26 CONFIRM DATE OF NEXT MEETING**

14 May 2026 at 7 pm.

**72/26 CLOSURE OF MEETING**

The meeting closed at 8.10 pm.

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

*Richard*

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

14/5/26

## Appendix A

Report from Bridget Thomas, Burford Parish Council Chair.

Councillor Thomas reported that permission had been granted by Shropshire Highways to paint with fluorescent paint the bicycle bars on Stanbrook Road and the small bollard near the village hall.

It is hoped that MP Stuart Anderson will visit the proposed development site in the next few weeks.

We are still awaiting confirmation of the site of the sewerage pipe from Severn Trent.

We have been informed by Highways that the removal of the raised area by Boraston Drive will be carried out before the Tenbury Agricultural Show in August.

We continue to pursue the situation regarding the potholes along the A456 between the Swan Garage and Boraston Drive.

The play area is now complete with the addition of the toddlers' tractor. The fence around the play area has been completed.

## APPENDIX B

Thanks for arranging the site walk around on Friday afternoon for Chris and I. We both found it really useful. I hope you and your fellow Parish Councillors did too. A summary of the key points raised during the visit, and the proposed actions, are as follows;

- Proposed residential development on land off Boraston Drive, Burford
  - I've checked the Shropshire Planning Application portal and see that Severn Trent Asset Protection Team submitted comments by email on the 5<sup>th</sup> February 2026. Whilst Severn Trent cannot object to a development we can comment and make requests that certain actions are taken into consideration. The Asset Protection Team will monitor the progress of this application.
- Esterform and discharge from other industrial units in Burford
  - Comment was made regarding odours coming from industrial units (Esterform and others) situation along Boraston Lane, Burford. Connection of an industrial process (Trade Effluent) into the public sewer network requires legal approval under Section 106 of the Water Industry Act 1991. I'll double check with our Trade Effluent Team that the necessary consents are in place.
- Risk assessment of sewer pipe crossing River Teme from Burford to Tenbury Wells
  - Concern was expressed about the sewer pipe (rising main) which crosses the River Teme between Burford and Tenbury Wells by the road bridge. Given the debris that can be washed down the river how is the pipe protected from damage caused by this debris? When we visited the location there was evidence of large pieces of wood and other debris caught at the bridge piers. It is believed that the pipe runs on or beneath the riverbed – based on the site visit and information provided by Lynda Hickling. I'll check with the relevant team within Severn Trent and confirm the following;
    - Actual route of pipe
    - Measures taken to ensure the integrity of the pipe
- Surface water flooding. Stanbrook Road and A456 adjacent to Swan Hotel pump station
  - I've checked our asset mapping system and also the work orders for Burford, and don't believe the source of flooding at these locations is from a Severn Trent asset. Most likely cause is surface water run-off from roads and surrounding land which then inundates the highway gulleys, leading to water pooling in these areas. If highway gulleys are blocked then this will result in water remaining at any low-spots for an extended period as there is nowhere for it to go. In the event that this occurs in the future, you should contact Shropshire Council on 0345 678 9000, and also use FixMyStreet website.

As soon as I have an update on any of the above points I'll get back to you. If you could communicate this to your fellow councillors it would be much