

## BURFORD PARISH COUNCIL

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

## BURFORD PARISH COUNCIL

Minutes of the Meeting of Burford Parish Council held on Thursday, 27 November 2025 at 7.15 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8JX.

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

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

**137/25 APOLOGIES**

Cllr. E. Allen due to previous ` commitments.

**138/25 DECLARATIONS OF INTEREST**

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

**139/25 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION**

No members of the public were present.

**140/25 MINUTES**

To approve the Minutes of the meeting held on 16 October 2025.

Members considered the Minutes of the Parish Council held on 16 October 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 16 October 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.**

**141/25 CHAIR'S ANNOUNCEMENTS**

See Appendix A.

**142/25 COUNCILLORS' ANNOUNCEMENTS**

None.

**143/25 FINANCE.**

Members received the bank reconciliation for the period ending 21 November 2025.

The account balances as at 21 November 2025 were confirmed as:

Current Account - £3,896.24

Deposit Account - £53,461.10

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

BT

**RESOLVED:**

To confirm and note that the Council's bank accounts had been appropriately reconciled to the period 21 November 2025.

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

| <u>Payments List</u> | <u>21 November 2025</u> |                           |                  |
|----------------------|-------------------------|---------------------------|------------------|
| <u>Date</u>          | <u>Recipient</u>        | <u>Details</u>            | <u>Amount £</u>  |
| 08/10/2025           | Seton                   | No Dog Sign               | 15.58            |
| 11/10/2025           | Burford Village Hall    | Hall Hire                 | 26.00            |
| 12/10/2025           | Amazon                  | Printer Cartridges        | 37.67            |
| 29/10/2025           | SALC                    | Training                  | 40.00            |
| 29/10/2025           | G Long                  | Clerk Salary October      | 663.07           |
| 29/10/2025           | HMRC                    | PAYE and NIC              | 49.79            |
| 31/10/2025           | Hugo Fox                | Website (DD)              | 11.99            |
| 05/11/2025           | Hugo Fox                | Emails (DD)               | 20.99            |
| 01/11/2025           | YuEnergy                | November Energy Use       | 411.50           |
| 04/11/2025           | Royal British Legion    | Poppy Appeal Wreath       | 25.00            |
| 04/11/2025           | MTM Contractors         | Grass and Hedge Cutting   | 1,680.00         |
| 10/11/2025           | Burford Village Hall    | Hall Hire                 | 26.00            |
| 11/11/2025           | Amazon                  | Competition Prizes        | 18.75            |
| 19/11/2025           | JJ Accounts Ltd         | Payroll                   | 132.00           |
|                      |                         | <b>Paid out</b>           | <b>£3,158.34</b> |
|                      |                         | <b>(urgent decisions)</b> |                  |

| <u>Income List</u> | <u>21 November 2025</u> |                |
|--------------------|-------------------------|----------------|
| <u>Payee</u>       | <u>Details</u>          | <u>Amount</u>  |
| 10/11/2025         | TSB                     | Interest       |
|                    |                         | <b>£ 67.59</b> |
|                    |                         | <b>£ 67.59</b> |

**RESOLVED:**

To approve the schedule of payments.

c) Summary of Receipts and Payments to 21 November 2025

**RESOLVED:**

To note the receipts and payments summary to the period ended 21 November 2025.

**144/25 PROGRESS REPORT**

- a) Still waiting for the gate and extended fence. Clerk to chase again.
- b) The third quotation for play equipment for two to five year olds was presented at the meeting. It was agreed that the tractor and trailer and two play boards be purchased.

**145/25 RESPONSIBLE AREAS**

- a) Playground – nothing to report.
- b) Lighting – Clerk ascertained that the light near Burford House belongs to the Parish Council. The Clerk is arranging for the light to be repaired.
- c) Cllr. Hickling liaised with The Millennium Orchard re apple trees and will continue to do so until they are planted.

**146/25 GROUND MAINENANCE CONTRACT**

A decision on accepting a ground maintenance contract has been delayed until next meeting.

*BT*

**147/25 BUDGET AND PRECEPT**

The budget and precept for 1 April 2026 to 31 March 2027 was agreed, see Appendix B.

**148/25 IT AND EMAIL POLICY**

An IT and Email Policy was presented and agreed, please see website.

**149/25 DRAFT DESIGN OF NEW DWELLINGS SUPPLEMENTARY PLANNING DOCUMENT**

Cllr. Thomas to examine the document further and report her findings/recommendations at next meeting.

**150/25 TRAINING**

No training undertaken since last meeting.

**151/25 ANY OTHER BUSINESS**

Cllr. Hickling to follow up email re talks by Alexander Wood and report her recommendations at next meeting, see Appendix C..

**152/25 REPORT ON URGENT DECISIONS SINCE LAST MEETING**

No urgent decisions

**153/25 ITEMS FOR FUTURE AGENDA**

Swift box project.

**154/25 CONFIRM DATE OF NEXT MEETING**

8 January 2026 at 7.15 pm.

**155/25 CLOSURE OF MEETING**

The meeting closed at 8 pm.

Signed: B Thomas

Date: 16/01/26

## APPENDIX A

Report from Bridget Thomas, Burford Parish Council Chair.

Finally, the flooded area by the water treatment pumping station was cleared after a difficult time dealing with Severn Trent, who after many phone conversations and visits to the site, told me it was not their responsibility but that of Shropshire Highways.

I spoke with Chris Mellings, Chief Officer at Shropshire Council, who immediately took control of the situation and within a short time, Highways dealt with the problem and found the cause to be a fractured pipe in the field leading to the river. This will hopefully be repaired next year.

BT

## APPENDIX B

### Budget for Precept

|                                   |  | Budget 1 April 2025<br>to 31 March 2026 | Expected out-<br>turn to 31st<br>March 2026 | Budget 1 April<br>2026 to 31<br>March 2027 |
|-----------------------------------|--|---|---|--|
| <b>INCOME</b>                     |  |   |   |  |
| Precept                           |  | £40,000.00                              | £40,000.00                                  | £40,000.00                                 |
| Donations                         |  | £0.01                                   | £5,458.32                                   | £0.01                                      |
| Interest                          |  | £500.00                                 | £680.00                                     | £700.00                                    |
| Other,                            |  | £0.00                                   | £0.00                                       | £0.00                                      |
| VAT Recovered                     |  | £6,000.00                               | £8,500.00                                   | £8,500.00                                  |
| <b>TOTAL INCOME</b>               |  | <b>£46,500.01</b>                       | <b>£54,638.32</b>                           | <b>£49,200.01</b>                          |
| <b>EXPENDITURE, excluding VAT</b> |  |   |   |  |
| Clerk                             |  | £10,000.00                              | £8,970.00                                   | £10,000.00                                 |
| Electricity/Lights                |  | £10,000.00                              | £7,000.00                                   | £5,000.00                                  |
| Grass Cutting                     |  | £4,500.00                               | £4,000.00                                   | £4,500.00                                  |
| Playground                        |  | £3,000.00                               | £800.00                                     | £2,000.00                                  |
| Payroll                           |  | £160.00                                 | £230.00                                     | £250.00                                    |
| Election                          |  | £0.00                                   | £0.00                                       | £0.00                                      |
| Auditors                          |  | £400.00                                 | £530.00                                     | £600.00                                    |
| Admin Expenses/Training           |  | £2,000.00                               | £1,500.00                                   | £2,000.00                                  |
| Insurance and fees                |  | £2,000.00                               | £1,500.00                                   | £2,000.00                                  |
| Asset Maint                       |  | £750.00                                 | £1,500.00                                   | £750.00                                    |
| Biodiversity                      |  | £200.00                                 | £0.00                                       | £200.00                                    |
| Section 137                       |  | £300.00                                 | £200.00                                     | £300.00                                    |
| VAT                               |  | £6,000.00                               | £8,500.00                                   | £8,500.00                                  |
| <b>TOTAL EXPENDITURE</b>          |  | <b>£39,310.00</b>                       | <b>£34,730.00</b>                           | <b>£36,100.00</b>                          |

BT

## APPENDIX C

---

### Exploring the Potential for Community Talks

Dear Clerk,

My name is Alexander Wood, and I am passionate about wildlife, wellbeing, and local history areas I know are important to many people in your community. I am currently exploring the potential of setting up a new business that could provide educational and engaging talks for local communities.

I am interested in discussing the possibility of working with your parish council to offer talks to parishioners. These could cover topics such as wildlife, wellbeing, local history, or other subjects of interest, potentially once or twice a month. I understand that not all parish councils have access to a hall, so this service could also be offered online via teams, or it could benefit other community spaces within the village.

The idea would be that the parish council would pay for my service, and there could be a request for voluntary donations to the village hall or venue if appropriate. At this stage, I am simply exploring how such a service might work. I am considering charging around £30 per talk to coordinate and arrange the sessions. Some speakers may offer their talks for free, particularly if they come from a charity or non-profit, while others, such as local businesses or specialists in arts or mindfulness, may request a modest fee. Any arrangements would be fully agreed in advance, with no hidden costs.

At the moment, I am just exploring the idea and would welcome any feedback. Please feel free to call me on 07360 011590 if you would like to discuss this further.

Would this service be of interest to your parish council?

Thank you for your time and consideration.

Best regards,  
Alexander Wood  
07360 011590



Reply

