

# Tetsworth Parish Council

Chairman and Interim Proper Officer

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To all members of Tetsworth Parish Council  
You are summoned to attend the Parish Council meeting, detailed below  
**In Tetsworth Memorial Hall**  
**at 7.30pm on Tuesday 15<sup>th</sup> February 2022**  
Members of the Public and Press are welcome to attend.

## AGENDA

### 1. Apologies for Absence

2. **To Receive Declarations of Interest** Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at the meeting.

### 3. To Approve the Minutes of the Council Meeting held on 10 January 2022 for Signing

### 4. Matters Arising from the Minutes not on the Agenda

### 5. Public Questions

### 6. Update of Actions List

Ref.	Item Requiring Action	Resp	Action/Progress
378b/21	Note need for Tetsworth NDP review in May 2026	TPC	A Review Committee to be set up in Nov 2025, or earlier if legislation changes or shortcomings require. <b>ONGOING</b>
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	TPC (SODC)	PINS Decision Notice dismissing enforcement appeal issued 4 Feb. <b>COMPLETE</b>
305c/21	Drainage ditch blockage at site of The Swan	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. Remedial action to be monitored. <b>ONGOING</b>
345/21	Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners	Clerk	Estimated extent of claim established. Further attempts to contact PHD to be made. SODC has confirmed that it did not pursue recovery of its own costs. <b>ONGOING</b>
355c/21	Monitor OCC investigation of school extension project progress	Clerk (OCC)	Blackthorn Rise developer updating S106 obligation drawings ahead of OCC review, implementation of anticipated agreed works by contractor and land transfer. <b>ONGOING.</b>
356b/21	Investigate extent of SOHA responsibility for Marsh End footpath maintenance	Clerk	SOHA email 18 Nov asserted it has no responsibility. Contradicted by later OCC evidence. Resolution still needed. <b>ONGOING</b>
357f/21	Liaise with Swan gardens resident over overgrown footpath issue	CT	Situation appears to have eased. Review again in Apr 2022. <b>ONGOING</b>
425/21	Investigate increasing PATCH basket swing ground clearance	Clerk	Contractor tasked with purchase of modification kit and installation 9 Nov. <b>ONGOING</b>
428c/21	Seek supporting evidence for Horse/Rider Safety Notices from local horse-riding community	Clerk	Email requesting the required information sent to correspondent 12 Oct. Reminder sent 11 Jan. <b>ONGOING</b>
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates to be investigated. <b>ONGOING</b>
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m <sup>2</sup> coverage requested. Further details of requirement in hand. See Agenda Item 18b <b>ONGOING</b>
482a/21	Draft a Graffiti policy for consideration	Clerk	Possible liaison with Thame Town Council for guidance. <b>ONGOING</b>
482b/21	Task Devey Tree Care with removal and replacement of diseased rowan tree	Clerk	Quotation for work £264 inc VAT. Approval required. <b>ONGOING</b>
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC	For review by Jul 22. <b>ONGOING</b>

484j/21	Consult interested parties on Daphne Joslin memorial tree planting on Village Green	Clerk	TPC and neighbour support, but refusal by Village Green landowner. <b>COMPLETE</b>
484l/21	Suggest organisation of joint Village Fete and Platinum Jubilee event to Fete, TSSC and TMH committees	Clerk	Volunteer organiser of Platinum Jubilee event advised to contact TSSC, TMH and Fete representatives. <b>COMPLETE</b>
501/21	Issue revised Parish Clerk recruitment advertisement	Clerk	Advertisement valid to 31 Mar distributed 13 Jan. <b>COMPLETE</b>
505/21	Appoint Mrs Olds as TPC internal auditor	Clerk	Appointment proforma issued 13 Jan. <b>COMPLETE</b>
506a/21	Prompt OCC on wicket gate project progression	CT	
506c/21	Prompt OCC on Oxfordshire Way kissing gates responsibilities	Clerk	Email exchanges 4 Feb to review suitability and potential division of cost. See Agenda Item 13c. <b>ONGOING</b>
506d/21	Investigate criteria for CIL grant release to TMH	Clerk	Regulations reviewed. Details of work requested from TMH 11 Jan. See Agenda Item 13d. <b>COMPLETE</b>
506f/21	Establish working relationship with TSSC over potential solar panel installation project, seek supplier quotations and potential co-funding sources	SM (TSSC)	
506f/21	Investigate minor TSSC clubhouse building alteration made without prior approval	Clerk/ SM	TSSC requested to provide info on planning permission, building regulation and insurance implications, 13 Jan. TSSC reported project abandonment 21 Jan. <b>COMPLETE</b>
511/21	Clarify skateramp repair liability with Fearless Ramps	Clerk	Email sent 11 Jan. Ramp is not covered by guarantee as this is wear-and-tear. See Agenda Item 18c and the next action item. <b>COMPLETE</b>
511/21	Submit SODC Cllr Community Grant application for skateramp refurbishment project	Clerk	Bid for £1435 submitted 19 Jan with proposed project start date of 2 Mar. Decision awaited. <b>ONGOING</b>
512/21	Make offer of further 3 year tenancy to TOLC	Clerk	TOLC tenancy agreement proposed and signed. <b>COMPLETE</b>
514/21	Form views on OCC Local Transport Connectivity Plan consultation ahead of Feb 22 meeting	All Cllrs	Consultation documents distributed 11 Jan. See Agenda Item 21a. <b>ONGOING</b>
515/21	Request traffic speed survey from OCC as initial evidence to support pedestrian crossing installation	Clerk (OCC)	Email to OCC cllr requesting initiation of speed survey sent 11 Jan. VAS data sent to OCC 14 Jan. Quotation for £140+VAT received from OCC 17 Jan and survey began 21 Jan. See Agenda Item 21b. <b>COMPLETE</b>

## **7. County Councillors' Reports**

## **8. District Councillor's Report**

### **9. Parish Council Reports**

- a. **Parish Clerk Recruitment Campaign To Note** the application for the post of Parish Clerk and RFO, **Arrange** a date and time for interview of the candidate, and **Agree** a start date should the applicant be successful.
- b. **Interim RFO Role To Appoint** Cllr Carr (PGC) as RFO, at least until the completion of the Internal Audit submission for the year 2021/22.
- c. **TPC Policy Document Updates To Approve** draft GDPR policy statement, and amendments to Standing Orders and Risk Assessment, Publication of Information and Financial Regulation policies. **To Note** need to review Emergency Plan GDPR permissions.

## **Finance**

**10. To Receive, Note and Approve** the monthly financial reports for December 2021 and January 2022.

**11. To Approve** expenditure and sign cheques/approve electronic payment:

- |                                       |                                    |                                 |
|---------------------------------------|------------------------------------|---------------------------------|
| a. Pet Waste Solutions (Bin emptying) | INV 10240                          | £21.60 inc VAT (paid iaw FR3.4) |
| b. Wiseserve (IT support)             | INV 11444                          | £6.00 inc VAT                   |
| c. OALC (Risk training)               | INV W-1985                         | £66.00 inc VAT (paid iaw FR3.4) |
| d. Pet Waste Solutions (Bin emptying) | INV 10623                          | £21.60 inc VAT (paid iaw FR3.4) |
| e. The Shield Group (Bin emptying)    | INV 5486 (one-off iaw SO15b(xvii)) | £13.00 inc VAT                  |

## **12. To Consider Further Financial Issues**

- a. **Parish Remuneration Committee Report To Note** councillor remuneration rates and publication requirements.
- b. **Community First Oxfordshire To Consider** renewal of membership with annual subscription of £55 due on 1 April 2022.
- c. **SSE Wayleave To Note** receipt of £62.88 payment.
- d. **FY2020/21 External Auditor's Report To Note** receipt of report.
- e. **FY2020/21 Internal Audit Payment To Note** recovery of last year's overpayment of £8.
- f. **FY2021/22 Internal Audit Preparations To Consider** completion of Internal Auditor's questionnaire.
- g. **Internet Banking Mandate To Note** submission of an up-to-date mandate.

## **Candidate CIL Project Progress Review**

13. a. **Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline had been extended, but progress was required by FY-end. OCC being prompted.
- b. **Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on future spending deadline. The school was believed to be investigating co-funding support from OCC and SODC Councillors' Priority Funds.
- c. **Footpath Kissing Gates on Oxfordshire Way** Responsibility for funding purchase and installation still to be clarified with OCC Countryside Access staff. OCC advised on 4 Feb it could contribute 25% of total costs.
- d. **Memorial Hall Improvements** £5000 earmarked towards heating installation. TMH Committee will advise contract start date to trigger release of these funds.
- e. **War Memorial and Jitty Benches** TMH committee had discussed with Tetsworth Trust possible relocation of its donated bench currently at the Memorial Hall to the War Memorial. This bench now believed to be destined for a church location. Removal of unsafe War Memorial bench also in hand. State of Jitty metal bench has been reviewed; replacement pending resolution of War Memorial bench options.
- f. **TSSC Clubhouse Sustainability Improvements** TSSC informally in favour of installation of solar panels on roof. Building Terms of Lease from TMH to TSSC clarified. Formal TSSC support for a TPC-led solar panel project to be secured, supplier quotations to be obtained and possible co-funding sources to be investigated.

## **Planning**

### **14. To Note Planning Decision**

- a. **Application Reference: P21/S5014/HH 29 Marsh End Tetsworth OX9 7AU** Removal of existing ground floor rear single storey projection. Two storey extension to the rear and part side elevation. Amendments to existing windows. **GRANTED**

### **15. To Note or Consider Planning Applications**

- a. **Application Reference: P21/S3703/DIS Land to the rear of The Swan 5 High Street Tetsworth OX9 7AB** Discharge of conditions 3 (materials), 4 (landscaping) & 5 (tree protection) on application P19/S2916/FUL & conditions 3 (materials) & 4 (joinery) on application P19/S2917/LB. Extend the existing house at the front and integrate a first-floor extension at the rear, integrate a new dwelling attached to the existing house and improve the visual appearance of the plot with associated landscaping. **For information only.**
- b. **Notification Reference: P22/S0195/T28 Mount Hill Farm Off The Mount Tetsworth THAME OX9 7BN** The replacement of 3no. existing antennas with 3no. new antennas, the installation of RRH's existing tower, the installation of 1no. equipment cabinet, along with minor ancillary works. **To Note** forwarding to SODC of TPC's earlier pre-submission consultation concern over site access route. Action taken by PGC as an individual local resident. The case officer has undertaken to raise the issue as part of the application's consideration.

### **16. To Discuss Further Planning Issues**

- a. **Joint SODC/VoWH Design Guide To Consider** a response to the consultation now closing on 15 March 2022. See <https://data.southoxon.gov.uk/JDG/Guide.html>
- b. **Dodwells Solar Farm Proposal To Note** SODC planning officer's statement that a revised planning application responding to consultation feedback was being prepared and that an application for a network connection would also be required prior to determination.
- c. **Tiddington with Albury Neighbourhood Plan To Note** pre-submission circulation of draft plan.

17. **To Note** any further Planning Considerations received after Agenda publication

### **Play Areas**

#### **18 Play Area/Skatepark/TOLC**

- a. **PATCH To Receive** routine inspection report.
- b. **PATCH All-Weather Surface To Consider** viability of full or partial replacement of bark chippings surface with an all-weather product.
- c. **Skateramp Repair To Consider** way ahead on repair. Item 6 Action 511/21 refers – OCC grant applied for.
- d. **PATCH Gate Hinge Replacement To Consider** Wilson Property Care quotation of £135.

### **Communications**

19. **TPC Website Document Format To Note** conversion of posted documents to .pdf format for access compliance.

### **Village Environment**

20. a. **Dog Waste Collection Service To Note** the termination of the arrangement with Pet Waste Solutions for unsatisfactory performance, and **Consider** and **Approve** its replacement with weekly collections by The Shield Group at a quoted cost of £520 per annum.
- b. **Grass Cutting Contract To Approve** a formal contract to be exchanged with 360° Landscapes.
  - c. **Great British Spring Clean To Consider** Tetsworth participation in Keep Britain Tidy between 26 March and 10 April, noting SODC Waste Team support available throughout the year.
  - d. **Planting of Memorial Oak Tree To Note** landowner's refusal of permission for planting of resident's commemorative tree on western edge of Village Green

### **Highways, Byways & Transport**

21. a. **OCC Local Transport Connectivity Plan To Consider** responding to consultation (closes 16 March).
- b. **Potential High Street Pedestrian Crossing To Note** implementation of OCC speed survey continuing as of 7 February. Result and invoice awaited.
  - c. **School Speed Signs To Note** Westcotec repair commitment to restore functionality.
  - d. **TTRO 9941 To Note** and **Publicise** night-time closure of B4009 at Kingston Blount between 4 and 7 April 2022.

### **Correspondence**

22. a. **SODC Parental Leave Policy To Note** application to councillors.
- b. **OALC Training Programme To Consider** applications for 2022 courses.
  - c. **Land at Lower Farm To Note** planning enquiry forwarded to SODC for response.
  - d. **Hospitality and Leisure Business Support Grants To Note** allocation of £1.482M to SODC for Omicron business support. Already publicised locally.
  - e. **Email Request to Discuss Swan Auctions To Consider** a response to individual correspondent.
  - f. **Lewknor Solar Farm Enquiry To Note** Lewknor PC Clerk's email concerning Solar 2's approach.
  - g. **OALC January 2022 Newsletter To Note** relevant articles.
  - h. **Police & Crime Commissioner Bulletin To Note** contents and **Consider** publicising commissioner's charity support.
  - i. **Shelter damp and Mould Advice To Note** and **Publicise** sources of help.
  - j. **APPG Rural Health and Care To Note** issue of press release on access inequality.
  - k. **SODC Councillor Grant Scheme To Note** and **Publicise** extension of second round applications to 18 February.

### **Items for Next Agenda Not Already Mentioned**

23. **To Note** any such items.

**Date of the Next Meeting.**

**24.** The next meeting will be held on **Monday 14 March 2022 at 1930.**

**To Close the Meeting**

**25. To Note** time of closure.

**Open Forum**

A handwritten signature in black ink, appearing to read "Paul Carr", is written over a light-colored rectangular background.

Paul Carr, Chair and Interim Proper Officer