

# 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 14<sup>th</sup> March 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 15 February 2022 for Signing

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

### 5. Public Questions None

### 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>
305c/21	Drainage ditch blockage at The Swan. Update from owner to be requested	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. <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 updated S106 obligation drawings for OCC review. Recent OCC/developer site visit. Implementation of agreed works by contractor expected around Easter 2022 followed by 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. SOHA further review prompted 2 Mar, acknowledged 7 Mar. Reply expected. <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. Implementation still awaited 15 Feb. See Agenda Item 18b. <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 post-April 2022 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 18c <b>ONGOING</b>
482a/21	Draft a Graffiti policy for consideration	CT	Drafting action accepted by CT 15 Feb. <b>ONGOING</b>
482b/21	Task Devey Tree Care (DTC) with removal and replacement of diseased rowan tree	Clerk	Quotation for work £264 inc VAT <b>APPROVED UNANIMOUSLY</b> . DTC tasked 17 Feb and tree removed 23 Feb. <b>COMPLETE</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>

506a/21	Prompt OCC on wicket gate project progression	CT	Awaiting OCC response from email prompt 15 Feb. <b>ONGOING</b>
506c/21	Prompt OCC on Oxfordshire Way kissing gates responsibilities	Clerk	OCC advised 25% cost support 4 Feb. Harlesford Solar Farm approval could affect project scope. See Agenda Item 13c. <b>ONGOING</b>
506f/21	Establish working relationship with TSSC over potential solar panel installation project	Clerk (TSSC)	TPC leadership confirmed. Formal support of project from TSSC received 3 Mar. See Agenda Item 13f. <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. £1130 award confirmed 1 Mar. See Agenda Item 18d. <b>COMPLETE</b>
527a/21	Make arrangements for interview of Parish Clerk post candidate	Clerk	Preparations made for interview on 8 Mar. Candidate withdrew 19 Feb. <b>COMPLETE</b>
527c/21	Update Emergency Plan GDPR permissions	Clerk	Agreement of TPC, TSSC and PCC personnel in hand. <b>ONGOING</b>
531e/21	Investigate sources and costs of replacement War Memorial and Jitty benches	Clerk	Options obtained. See Item 13e. <b>COMPLETE</b>
531f/21	Seek TSSC formal agreement to TPC-led solar panel installation project	Clerk	TSSC approached by email 2 Mar. Agreement confirmed 3 Mar. See Agenda Item 13f. <b>COMPLETE</b>
534a/21	Respond to Joint SODC/VoWH Design Guide consultation	Clerk	Response submitted 16 Feb. <b>COMPLETE</b>
534d/21	Task Wilson Property Care with PATCH improved gate repair	Clerk	Tasked 16 Feb. <b>COMPLETE</b>
537a/21	Return contract agreement with the Shield Group for dog waste collection	Clerk	Posted 16 Feb. <b>COMPLETE</b>
537b/21	Exchange contracts with 360° Landscapes for grass cutting services	Clerk	Signed 8 Mar. <b>COMPLETE</b>
537c/21	Publicise Great British Spring Clean to encourage local participation	Clerk	Publicised locally 17 Feb. <b>COMPLETE</b>
538a/21	Respond to OCC Local Transport Connectivity Plan consultation	Clerk	Response submitted 16 Feb. <b>COMPLETE</b>
538d/21	Publicise TTRO 9941 – 4-7 April 2022	Clerk	Publicised on noticeboard and website 17 Feb, online publicity later. <b>ONGOING</b>
539e/21	Respond to Swan Auctions correspondent	Clerk	Response sent 16 Feb. <b>COMPLETE</b>

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

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

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

- a. **Parish Clerk Recruitment To Note** progress of recruitment campaign, and **Consider** implications of National Pay Award for 2021/22.
- b. **Annual Parish Meeting To Note** ongoing preparations for meeting on 5 April.

## **Finance**

**10. To Receive, Note and Approve** the monthly financial report for February 2022.

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

a. Wiserserve (IT support)	INV 11998	£6.00 inc VAT
b. Wilson Property Care	INV 407	£55.00
c. OALC (Membership)	INV T00280	£159.59 inc VAT
d. The Shield Group (Dog waste)	INV 5523	£52.00 inc VAT
e. Play Inspection Co (PATCH Insp)	INV 52714	£166.80 inc VAT
f. Devey Tree Care (Tree on Green)	INV 2623	£264.00 inc VAT
g. Tetsworth Memorial Hall (Room rent)	INV 2103	£172.80 inc VAT
h. PG Carr (A4 paper)	INV PGC04	£5.60

**12. To Consider Further Financial Issues**

- a. **SODC 2022/23 Budget Proposals To Note** budget proposal consideration by SODC Full Council on 17 February.

- b. **Queen's Platinum Jubilee Events To Consider** request from the Platinum Jubilee Committee for a £500 grant. Given the lower-than-usual S137 allocations this year and the expected budget surplus, **To Consider** donating the full £2,000 projected cost of the Jubilee event.
- c. **Allocation of End-of-FY Surplus Funds To Discuss** the allocation of the budget surplus from 2021-22 to earmarked funds due to reduced expenditure on clerk's salary and travel. Potential options are the Play Area fund, the Legal Fees fund or a new earmarked fund towards the cost a pedestrian crossing. The sum involved could be just over £6,000.
- d. **O<sub>2</sub> Price Increase To Note** increase in phone tariff by 11.7% with effect from April 2022.

### **Candidate CIL Project Progress Review**

- 13. a. **Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline has been extended, but progress is required by FY-end.
- b. **Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on future spending deadline. The school is 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 clarified by OCC Countryside Access staff who advised on 4 Feb it could contribute 25% of total costs. Approval of Harlesford Solar Farm plan could influence requirement.
- 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** Unsafe War Memorial bench removed. Quotations for replacement War Memorial and Jitty benches obtained. **To Select** and **Approve** the purchase of one wooden bench and one iron-and-wood bench from these options.
- f. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Supplier quotations to be obtained and possible co-funding sources to be investigated.

### **Planning**

#### **14. To Note Planning Decisions None**

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

- a. **Application Reference: P22/S0632/DES Mounthill Farm 19 High Street Tetsworth OX9 7AD** Discharge of conditions 3 (No change in levels), 4 (Materials), 12 (Landscaping), 13 (Biodiversity Enhancement Measures), 14 (Contaminated Land), 18 (Surface Water Drainage) and 19 (Foul Water Drainage) on planning application P21/S2028/FUL Erection of dwelling and conversion of outbuilding. **Information only.**
- b. **Application Reference: P20/S4389/FUL Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU** Replacement dwelling with associated, parking access, detached outbuilding and energy strategy as per amended plans and additional supporting information submitted 26 July 2021. **To Consider Appeal reference : APP/Q3115/W/21/3285287** registered on 1 March 2022.

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

- a. **Enforcement Notice SE19/249 Mount Hill Farm Tetsworth To Note** the service of an Enforcement Notice effective on 11 April requiring the unauthorised use of an agricultural building for storage and distribution purposes and for any other purpose not incidental to the lawful use of the land for agriculture to cease within 12 months.
- b. **SODC CIL Charging Schedule and Developer Supplementary Planing Document To Consider** responding to consultation closing on 22 March.
- c. **Telecom mast replacement - Cornerstone 113075 To consider** a response to the consultation on mast replacement at Hill Farm.

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

### **Play Areas**

- 18 a. **PATCH To Receive** routine inspection report and **Note** further occurrence of graffiti.
- b. **Play Inspection Company To Consider** annual inspection report findings.

- c. **PATCH All-Weather Surface To Consider** viability of full or partial replacement of bark chippings surface with an all-weather product.
- d. **Skateramp Repair To Consider** way ahead on repair with Fearless Ramps, given award of £1,130 SODC Councillor Priority Grant.

### **Communications**

- 19. a. **Oxfordshire Parent Carers Forum To Note** local publicity for survey participation closing on 1 March.
- b. **Walking in England To Consider** publicity of local countryside walking routes available online at [www.walkinginengland.co.uk/oxfordshire](http://www.walkinginengland.co.uk/oxfordshire).
- c. **SSEN Storm Power Outage Advice To Note** local publicity of compensation criteria.
- d. **Oxfordshire LEP Business Support To Consider** local publicity of its Survive and Thrive programme for SMEs.
- e. **SODC South News, Feb 2022 To Note** local publicity of relevant items.
- f. **SODC Media Release on Domestic Abuse To Note** local publicity of hair and beauty staff awareness support.
- g. **Public Sector Executive Announcement To Note** announcement of Oxford Zero Emissions Zone.
- h. **Police & Crime Commissioner Abuse Victim Survey To Consider** local publicity of initiative.
- i. **Dynamos Cricket Summer Scheme To Consider** local publicity of junior cricket promotion.

### **Village Environment**

- 20. a. **SODC Tree Planting Drive To Discuss** any possible sites in Tetsworth.

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

- 21. a. **Potential Pedestrian Crossing Project To Consider** results of OCC traffic and speed survey data collection. OCC specialist opinion is that a basic Zebra crossing may be merited. **To agree** to request a Safety Audit, costing in the region of £650 (excluding VAT) followed by a formal public consultation.
- b. **Car Parking at The Mount/High Street Junction To Consider** resident's notification of 'Dangerous Parking'.
- c. **Parking Changes in South Oxfordshire To Note** local publicity of changes being implemented on 4 April.
- d. **School Speed Warning Sign To Note** successful repair of sign.

### **Correspondence**

- 22. a. **Joint NALC/SLCC Civility and Respect Newsletter To Note** contents and applicability to councillors.
- b. **OALC Correspondence To Note** contents of Good Employer Guide.
- c. **Storm Eunice Damage Report To Note** resident's email report of damage caused by cricket covers.
- d. **E.ON Energy Climate Change Financial Support To Note** possible funding source for TSSC solar panel project.
- e. **CPRE Request for Tetsworth spokesperson** for BBC Radio Oxford/Oxford Mail solar farm coverage.

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

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

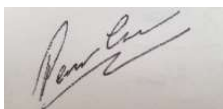
### **Date of the Next Meeting.**

- 24. The next meeting will be held on **Monday 11 April 2022 at 1930.**

### **To Close the Meeting**

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

### **Open Forum**



Paul Carr, Chair and Interim Proper Officer/RFO