



Tetsworth Parish Council

Chairman, Interim Proper Officer and RFO: Paul Carr

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Minutes of the Meeting of Tetsworth Parish Council Held in Tetsworth Memorial Hall at 7.30pm on Monday 11th September 2023

Present:

Chair: Cllr Paul Carr (PGC)

Vice Chair: Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

Minutes Clerk: John Gilbert (JG)

In Attendance: Kate Gregory (KG) (OCC)

Members of the Public: None

68. **Apologies for Absence** Cllr Sean Whitehead (SW); Cllr Georgina Heritage (GH) (SODC).
69. **Declarations of Interest** PGC declared an interest in payment of invoice PGC005 and the request for a 2023 Poppy Appeal financial grant.
70. **Approval of Minutes of the Council Meeting held on 10th July 2023 for Signing** APPROVED UNANIMOUSLY.
71. **Approval of Minutes of the Extraordinary Council Meeting held on 24th July 2023 for Signing** APPROVED UNANIMOUSLY.
72. **Approval of Minutes of the Extraordinary Council Meeting held on 24th August 2023 for Signing** APPROVED UNANIMOUSLY.
73. **Review and Approval of Council Regulations and Policies** The unamended Regulations and Policies listed at para 73a-l below were **APPROVED UNANIMOUSLY.**
- a Tetsworth Parish Council Code of Conduct.
 - b. Tetsworth Parish Council Financial Regulations.
 - c Tetsworth Parish Council Risk Assessment.
 - d. Tetsworth Parish Council Freedom of Information Policy.
 - e Tetsworth Parish Council Publication Scheme.
 - f. Tetsworth Parish Council Social Media Policy.
 - g. Tetsworth Parish Council Graffiti Removal Policy.
 - h. Tetsworth Parish Council Employee Sickness and Absence Policy.
 - i. Tetsworth Parish Council Expenses Policy.
 - j Tetsworth Parish Council Remote Council Meeting Policy.
 - k. Tetsworth Parish Council Co-Option Policy.
 - l. Tetsworth Parish Council Emergency Plan.
- The amended, revised and new Regulations and Policies listed at 73m-o below were **APPROVED UNANIMOUSLY.**
- m. Amended Tetsworth Parish Council Asset Register (exercise bike added).

- n. Revised Tetsworth Parish Council Standing Orders (Media Policy sub-para 22b removed).
- o. New Tetsworth Parish Council Media Policy (Sep 2023).

74. Matters Arising from the Minutes not on the Agenda NONE

75. Public Questions NONE

76. Update of Actions List

Ref.	Item Requiring Action	Resp	Action/Progress
355c/21	Monitor OCC investigation of school extension project progress	Clerk/IPO (OCC:KG)	Contractor's completion of S106 obligations had been expected in Spring 2023, but still not started. S106 reviewed re supply of water, sewage, and electricity connections. Technical approval and S278 agreement still required ahead of land transfer to OCC. Issue over unregistered parcel of land still to be resolved by Croudace and OCC. SODC contacted re: possibility of developer being in breach of S106 agreement. S106 funds with OCC continue to lose purchasing value. Additional OCC funding for school extension solution would be candidate for OCC CIL funding. OCC and School Governors yet to decide on extension requirement and design. KG agreed to obtain details of parcel of unregistered land at issue. PGC to draft letter to OCC senior officers and leadership to highlight unacceptable delays in securing completion of S106 obligations. ONGOING
453b/21	Investigate options for all-weather surface for PATCH	SW All Cllrs Clerk SM	Quotes now obtained from 4 companies ranging from £43k (half) - £90k (whole) with a 5-year warranty. Best quote received from Ecosurface at £51k for complete project. Samples of proposed surface provided. Several Grant funding options considered and multi-phase approach to the project discussed. It was UNANIMOUSLY AGREED to proceed and pursue grants. Possibility of bidding for up to £35K from 'Quality of Life' grant funding. Information on price and payment options to be decided. Discussion of replacement fence options deferred until definitive surface replacement plan in place. Any damage to be reported to TVP. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase / installation.	SR	Christmas tree to be positioned on the Village Green near to the benches, so central to the village, with subsoil power supply, concrete base and fencing surround (agreed for 2023). Quotes still to be obtained / and received from TSSC and ownership of this to be determined. ONGOING
506a/21	OCC village entrance gate project progression	PGC / Clerk	Milton Common-end gates installed. Planning for Postcombe-end gates to be considered as a new project. COMPLETE.
184a/22	Outdoor Gym Bike - Everyone Active Grant acceptance	Clerk / PC	Wilson Property Care quote of £875 for installation received and UNANIMOUSLY AGREED. Installation/fitting requirements agreed. Bike delivered. ONGOING
240d/22	Replacement of War Memorial and Jitty benches	Clerk/PGC	Final bench installation on Jitty by Wilson Property Care still awaited. Invoice on completion. ONGOING
317b/23	Access Roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	PC	Email sent to OCC Countryside Access Officer on 4 th Sep 2023, as this forms part the Oxfordshire Way. OCC investigating. ONGOING
392d/23	War Memorial cleaning	Clerk	Costings to clean & clean/reinstate lettering. Quote options discussed and price increase noted. Funding to be considered in 2024 budget setting. ONGOING
16f/23	NDP Review	PC/CT	Tetsworth NDP nominally valid until 2035. Review needed to align with higher-level policies in SODC & VoWH Joint Local Plan 2041 under development. Tetsworth NDP Steering Group formed for review with launch expected Autumn 2023. SODC NP officer meeting requested to inform review programme. ONGOING.
18b/23	Roundabout repair / re-installation	Clerk	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265. UNANIMOUSLY AGREED at June meeting. Will be progressed when the planned new surface for the Patch is underway. ONGOING.
38h/23	SSEN Community Resilience Funding 280k	Clerk	Application for Emergency Generator at TSSC /TPC Emergency Plan submitted. Awards made October 2023. ONGOING.
42d/23	Note CPRE input to Joint South Oxon and Vale of hite Horse 2041 Local Plan	Clerk	Assess further information as development and consultation process continues. Normal business. CLOSED.
82g/23	Register interest in Community Transport Grant scheme	IPO	
85b/23	Write to SODC re Toll Lodge Farm enforcement action	IPO	
87b/23	Draft PATCH signage to include precise location information	IPO	
89a/23	Forward amended Lease agreement to TOLC for signing.	IPO	
89b/23	Discuss tree maintenance requirement with TOLC management	IPO	

90b/23	Investigate potential Tree Survey contractors	SM	
90c/23	Seek Thames Water quotation for mains water provision to allotment site	SM	
90e/23	Review salt stocks and submit requirement	IPO	
92e/23	Respond to SODC Landscape Character Assessment consultation	IPO	
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. CLOSED – Due to the cost of legal action
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 22; resident will forward the information when available. CLOSED – Due to lack of the required information
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post April 2023 investigated. No local face to face training available. Re-visit when practicable. ON HOLD
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing options – design / siting solutions.	PGC/Clerk	OCC has advised that, depending on its extent, a 20mph limit might allow for the crossing's suitability to be reassessed. Request for 20mph limit submitted February 2023 but implementation expected to take 18 months. ON HOLD
75c/22	To purchase OneDrive memory for TPC Laptop	Clerk	Purchase of OneDrive memory UNANIMOUSLY APPROVED but not needed at present. Clerk will place order when needed. ON HOLD

77. County Councillor's Report

- a. **School Expansion Site.** KG reported that the unregistered land issue holding up Section 278 agreement at the Tetsworth Primary School expansion site was still unresolved. She agreed to investigate the precise location of the parcel of land at issue and advise TPC. On receipt of this information, PGC agreed to write to OCC senior leaders and management expressing TPC's concern over the unacceptable delay in implementing school expansion requirements identified in 2016.
- b. **Grant Availability.** KG identified a number of grant-awarding schemes which might benefit the Tetsworth community. She noted TPC's intention to register an interest in possible resurrection of a public transport service between the village and Thame, and grants available for improving play areas.

78. District Councillor's Report

- a. **Solar Farm Clustering,** GH's report reflected residents' concern over Solar Farm clustering in the Haseley Brook ward.
- b. **New SODC Office Building.** GH set out the arguments supporting plans to construct new SODC offices at Didcot.
- c. **Community Grants.** The Community Grants scheme was open for applications until 20th October.

79. Parish Councillor Reports NONE

Finance

80. **Approval of Monthly Financial Report** The report for July/August 2023 was **APPROVED UNANIMOUSLY.**

81. **Approval of Expenditure** Signing of cheques, making electronic payments, and raising standing orders and direct debits for all invoices in para 14a, b and c below except the invoice at 14aviii was **APPROVED UNANIMOUSLY.**

a. Electronic Payments:

i.	Shield Maintenance (Dog bins)	INV 6766 (PAID AUG)	£ 25.99 Inc VAT
ii.	360 Landscapes Ltd (July)	SI-10788 (PAID AUG)	£ 396.00 Inc VAT
iii.	L Freeth (Clerk salary)	Employee Contract (PAID AUG)	£ 963.91
iv.	HMRC PAYE (Clerk)	Employee Contract (PAID AUG)	£ 51.98
v.	CPA Horticulture (Play Bark)	CPA133918	£ 1181.99 inc VAT
vi.	Open Spaces Society (see 15e below)	Subscription ID 75645	£ 45.00
vii.	360 Landscapes Ltd (August)	SI-10799	£ 594.00 Inc VAT
viii.	P Carr (McAfee Subscription - anti-virus)	Inv PGC005 (for CS3093698967)	£ 109.99
ix.	L Freeth (Clerk salary)	Employee Contract	£ 931.06
x.	HMRC PAYE (Clerk)	Employee Contract	£ 19.86
xi.	Shield Maintenance (Dog bins)	INV 6843	£ 25.99 Inc VAT
xii.	Moore (External Auditors)	Awaiting invoice	£ 240.00 Inc VAT

b. Standing Orders:

i.	Wiseserve (IT Support)	INV 20331 (PAID AUG) / 20796	£ 6.00 inc VAT per month
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c. Direct Debit:

i.	O2 (see 15j below)	05928908	£ 25.15 per month
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ii.	Nest Pensions (Clerk pension)	Employee Contract	£ 30.14 per month TOTAL
iii.	ICO (see 15c below)	00010550488	£ 35.00 (No VAT)

Payment for the invoice at para 14aviii above to PGC was **APPROVED BY ALL OTHER COUNCILLORS**.

82. Consideration / Discussion / Approval of Further Financial Matters

- a. **AGAR Reserve Query.** An email explanation had been sent on 24th August and acknowledged as resolved by auditor.
- b. **Completion of External Audit Audit.** The Auditor Report had been received and Certificate for 2023/2024 was pending.
- c. **GDPR / Data Protection Annual Assessment.** Submitted. Renewal fee of £35 due by Direct Debit on 15th September (Certificate ZA192885 received).
- d. **Wayleave Invoices.** Raised for the Wayleave payments (Silver Street and High Street) due by 1st October. One payment already received.
- e. **Open Spaces Membership.** Continued membership at an annual subscription of £45 for 2023/24 was **APPROVED UNANIMOUSLY**.
- f. **Tetsworth Poppy Appeal.** PGC's request as the Tetsworth Poppy Appeal Organiser for a donation of £100 to the Royal British Legion in line with donations made in previous years was **APPROVED BY ALL OTHER COUNCILLORS**.
- g. **Community Transport Grants.** OCC had invited interest in a new grant funding package to support new and improved community transport provision. A total of **£250,000** was available for the wider Oxfordshire area, with a maximum per application of £50,000. PGC agreed to submit an expression of interest for reinstatement of some form of public transport service between Tetsworth and Thame. KG also agreed to support this initiative and investigate potential solutions.
- h. **Winter Warm Spaces.** An additional invoice from the Old Red Lion had not yet been received.
- i. **TPC O2 Mobile Phone** A new SIM-only contract at £19.20 per month plus £85 cashback had been initiated on 23rd August, but only implemented on 11th September.
- j. **OCC Councillor Priority Fund** Applications were now open for a share of £15,000 with a closing date of 30th November 2023.
- k. **SODC Biodiversity Fund.** Grants between £1,000 and £15,000 from a £50,000 fund could be applied for with closing dates of 2nd October 2023 and 8th January 2024.

83. CIL and Grant Supported Projects

- a. **Current CIL Projects.** Progress on current CIL-supported projects is recorded in the **Actions List**.
- b. **Future Candidate Projects.** Population of a list of potential village community projects which could be enabled by CIL or grant support would be considered at the October Council meeting.

84. To Note or Consider Planning Applications

- a. **Application Ref: P23/S1179/S73: Tetsworth Barn Judds Lane Tetsworth OX9 7BN:** Variation of condition 2 (approved plans) on application ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume. (additional drainage information received 5 July 2023). (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping). **NOTED**
- b. **Application Ref: P23/S2495/N4C: Harlesford Farm Stoke Talmage Road Tetsworth OX9 7BX:** Change of use of building to storage. (Permitted Development, Agriculture). **NOTED**
- c. **Application Ref: P23/S2843/HH: 22 The Laurels Tetsworth OX9 7BH:** Proposed rear dormer to the existing house, and alterations to the existing roof-light sizes/locations. **SUPPORTED**
- d. **Application: Ref: P23/S2851/DIS Greenwood Cottage 30 Silver Street Tetsworth OX9 7AR** Discharge of conditions 5 (Surface water drainage works), 6 (Foul drainage works). **NOTED**
- e. **Application Ref: P23/S2185/FUL: 9 Silver Street Tetsworth OX9 7AR** Demolish 3 bedroom bungalow. Erect 4 bedroom chalet bungalow. (Arboricultural reports submitted 29 August 2023). **NOTED**

85. To Discuss Further Planning Issues

- a. **Planning Applications Determined / Awaiting Decision:**

Ref: P21/S3915/FUL & P22/S2220/FUL: Dodwells Solar Farm and Network Connection developments Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure (as amended & amplified by information received 8 July 2022, 21 December 2022, 28 February 2023, 28 April 2023 and 27 June 2023). **GRANTED**

Ref: P22/S3825/O Toll Lodge Farm London Road near Tetsworth OX9 7AZ Provision of equestrian fitness and rehabilitation centre, with ancillary buildings, parking and landscaping. **GRANTED**

Ref: P23/S0162?FUL: Cornwell Solar Farm: Installation and operation of an underground high voltage electrical cable and associated works. **GRANTED**

Ref: P23/S2138/HH 104 High Street Tetsworth OX9 7AE Proposed single storey rear extension and insertion of two windows in side wall. **GRANTED.**

Ref: P23/S1179/S73: Tetsworth Barn Judds Lane Tetsworth OX9 7BN Variation of condition 2 (approved plans) on application ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume. (Demolition of the existing agricultural barn & the erection of a single dwelling with associated works & landscaping). **GRANTED.**

Ref: P23/S1544/DIS Greenwood Cottage 30 Silver Street Tetsworth OX9 7AR Discharge of conditions 4 (Tree Protection), 5 (Surface water drainage works), 6 (Foul drainage works), 9 (Energy Statement Verification) 10 (Boundary walls & fences) and 13 (Electric Vehicles Charging Point) under application reference number P22/S3276/FUL (Erection of single-storey oak-framed dwelling). **PART APPROVED WITH CONDITIONS.**

Ref: P23/S0435/DIS: Tetsworth Barn Judds Lane Tetsworth OX9 2HT Discharge of condition 7 (surface water drainage works) & 8 (foul drainage works) on planning application P21/S2114/FUL (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping). **WITHDRAWN PRIOR TO DETERMINATION.**

Ref: P23/S0618/DPO: Harlesford Farm Nr Tetsworth OX9 7BX Discharge of condition 4 (Submission of final details of layout, design, and scale) on planning application P20/S3245/FUL (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping). **APPROVED.**

Ref: P22/S3350/FUL: Land south-west of London Road near Tetsworth OX9 7AZ Change of use of land from agricultural to equestrian involving the erection of stables building comprising 2 stable boxes, tack room, and feed store, alongside the creation of a sand school and formation of hardstanding to facilitate access. **UNDER CONSIDERATION**

- b. **Toll Lodge Farm, Tetsworth.** Following the grant of planning permission for Application P22/S3825/O for development of an Equine Fitness and Rehabilitation Centre, PGC agreed to write to SODC Head of Planning to seek assurance that the outstanding Enforcement Ref: PE/S0103/23 would continue to be pursued to a proper conclusion.
- c. **Caravans.** Caravans located on a field bordering the Stoke Talmage Road were still subject to Enforcement investigation. The OCC Footpaths officer was investigating any compromise of the Oxfordshire Way crossing the field..

86. To Note any further Planning Considerations received after Agenda publication

Planning Application P23/S3005/FUL **NOTED.** Extension to consultation period to be requested.

Play Areas

87. PATCH

- a. **Routine Reports** Occurrences of damage to fencing had been reported to TVP who had responded with more frequent patrol of village. Replacement Play bark stock had been delivered on 23rd August.
- b. **Required Signage** No definitive templates had been identified, but PGC agreed to draft texts including precise location information for consideration.
- c. **Replacement Fencing** Consideration was deferred until implementation of replacement surface project.
- d. **Removal / Relocation of Equipment** Correction of the roundabout installation would be undertaken in conjunction with the implementation of the surface replacement project.
- e. **Adult Fitness Coaching** SODC's Active Communities programme was offering free coaching sessions on outdoor fitness equipment. The organiser had been invited to view Tetsworth's equipment ahead of any advertising campaign.

Communications

- 88. a. OALC 2023 Councillor Training Schedule** Courses and dates circulated to all councillors.

Monthly Chair Meetings – Next meeting dates TBA.

Councillor Fundamentals Training: - 20 November (PM)

Roles & Responsibilities Training: - 3 October (AM)

- b. **OCC Public Transport Representatives meeting** 14th November at 1.30pm via Teams
- c. **SODC Improving Engagement with Town & Parish Councils** Ongoing offer of Briefings & Bookable Surgeries.
- d. **Police & Crime Update May 2023** **NOTED.**
- e. **ITV Meridian News** – Comment had been invited on 31st August for use on 1st September on the Dodwells Solar Farm development. Following the telephone conversation and the unavailability of councillors for comment, the document presented at the SODC Planning Committee meeting had been forwarded. **NOTED**
- f. **OCC Community Tree Planting Projects** No locations under Council ownership were identified for additional tree planting.
- g. **Information Links** Regular updates relevant to Tetsworth can be found from: OALC at www.oalc.org.uk/national-news/; SODC at www.southoxon.gov.uk/news/; the Open Spaces Society at www.oss.org.uk/category/latest-news/; the Rural Services Network at www.rsnonline.org.uk; and CPRE at www.cpre.org.uk

89. Tetsworth Outdoor Learning Centre (TOLC)

- a. **Amendment of Lease** Amended text of the TOLC lease was **APPROVED UNANIMOUSLY.** PGC agreed to forward it to TOLC for signing.
- b. **Boundary Trees and Hedges** Ownership and maintenance responsibility was accepted by the Council. PGC agreed to discuss maintenance requirements with TOLC management.

Village Environment

- 90. a. Dog Bins** Contractor data had confirmed the adequacy of fortnightly waste collection.

- b. **Tree Survey** SM agreed to investigate potential contractors to undertake a survey of village trees for which the Council holds responsibility.
- c. **Allotment Gardens** The tenant of the village allotments had requested the Council to provide a mains water connection to the site. SM agreed to seek a quotation from Thames Water.
- d. **Willow Tree** The fallen branch blocking the footpath behind the Old Red Lion had been removed.
- e. **Salt Bags / Salt Bins** PGC agreed to review current salt stocks and submit the requirements or nil return by end September.

Highways, Byways & Transport

91. a. **VAS** All signs were currently working but would continue to be monitored.
- b. **Oxfordshire Way** Replacement of stiles with gates was now in the hands of OCC and the Open Spaces Society with gates provided by a Tetsworth resident.
- c. **Footpaths in Tetsworth** Action taken by Open Spaces Society to serve 4 x Form 1 Notices on OCC under Section 130A of the Highways Act 1980 was **NOTED**.
- d. **A40 closure 29th-31st Aug 2023** The notification of the emergency closure for Thames Water repairs had only been received by the Council after the work had started. **NOTED**.
- e. **Road Closure – B4445** The closure of the B4445 near Emmington and diversion via Thame Park Road from 23rd-27th October 2023 was **NOTED**.

Correspondence

92. a. **BT Cabinet** No further information on cabinet door repair plans.
- b. **Electric Vehicle Chargers** SODC/OCC had launched a Community EV Microhubs Scheme, but lack of a suitable site made implementation in Tetsworth impracticable.
- c. **National Highways and Transport Public & Public Representative Satisfaction Survey** Analysis of the results was **NOTED**.
- d. **TVP / Thame Neighbourhood Police Team** Increased visits and presence in Tetsworth by the Team now comprising 4 staff was **NOTED**.
- e. **SODC Landscape Character Assessment** PGC agreed to comment based on its views on solar farm concentration and the policies in its Neighbourhood Development Plan. The public could register views via the Joint Local Plan's Landscape Consultation Hub.

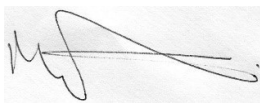
93. Items for Next Agenda Not Already Mentioned

- a. **Winter Preparations and Social Support.**


94. **Date of next meeting** Monday 9th October 2023 at 7.30pm.

95. **Closure of meeting** The meeting closed at 9.32pm.

Open Forum No comments raised.



John Gilbert
Minutes Clerk



Paul Carr
Chairman