

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 December 2023

Present:

Chair: Cllr Paul Carr (PGC)
Cllr Seb Mossop (SM),
Cllr Sanjiv (Kim) Bhagat (KB)
Cllr Susan Rufus (SR)
Cllr Christopher Thompson (CT)

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr Georgina Heritage (GH) (SODC).

Members of the Public: None

151. **Apologies for Absence** Cllr Sean Whitehead (SW); Cllr Kate Gregory (KG) (OCC), Cllr Nigel Champken-Woods (NCW) (OCC).

152. **Declarations of Interest** Members were asked to declare any personal interest, and the nature of the interest they may have in any of the items under consideration at the meeting. **None.**

153. **Revised Minutes of the Council Meeting held on 9th October 2023 for Signing** Amendment of para 106a (Electronic Payments) was **noted** and signing was **Approved Unanimously**

154. **Minutes of the Council Meeting held on 13th November 2023 for Signing** **Approved Unanimously**

155. **Matters Arising from the Minutes not on the Agenda** **None**

156. **Public Questions** **None**

157. **Update of Actions List**

| Ref. | Item Requiring Action | Resp | Action/Progress |
|---------|--|-----------------|---|
| 355c/21 | Monitor OCC investigation of school extension project progress | IPO (OCC:KG) | Update from KG (11 Dec), OCC officers met the developer recently to discuss S278 and S106 agreements for the site. The developer is going to provide updated drawings following this meeting for review. Land transfer still pending, but unregistered land application currently with OCC Legal team which has been advised of urgency of resolution. OCC to meet with school head and governors following land transfer to confirm future extension plans. Additional funding would be subject to bid for OCC CIL money. ONGOING |
| 317b/23 | Access Roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works | IPO | OCC Countryside Access Officer has asked Highways colleague to make site visit. ONGOING |
| 392d/23 | War Memorial cleaning. Obtain quotations and bmit grant request to War Memorial Trust. | SM | 2 quotations to clean & reinstate lettering for approx. £1,500 received. Obtaining 3 rd quotation in hand. War Memorial Trust grant to be investigated. Implementation to be considered within 2024.25 budget. ONGOING |
| 38h/23 | SSEN Community Resilience Funding bid for TSSC emergency generator purchase and installation | IPO | Cost of purchase and installation £16,500. SSEN grant of £10,000 awarded. OCC Councillor Grant applications 1017-6339-9355-1552 and 6355-5862-9856-5728, and SODC Councillor Grant application CGS23-24/305 for balance submitted 14 Nov. ONGOING. |

| | | | |
|---------|---|-----------|---|
| 89a/23 | Forward amended Lease agreement to TOLC for signing. | IPO | Lease amendments agreed 12 Sep. Meeting for signing in hand. ONGOING |
| 91b/23 | Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road access | IPO | Landowner permission granted for east side, but refused for west side. OCC has installation of east side and one other gate in hand. ONGOING |
| 117d/23 | Seek TSSC agreement for 'Winter Warmth' provision over Christmas period | IPO | Little used last winter but agreement for this winter still to be advised. ONGOING |
| 134b/23 | Submit grant applications for emergency generator funding to OCC and SODC Councillor Grant schemes | IPO | OCC applications 1017-6339-9355-1552 and 6355-5862-9856-5728, and SODC application CGS23-24/305 submitted 14 Nov. COMPLETE |
| 135/23 | Seek OCC advice on siting of east-end village entrance gates | IPO | Siting beyond 30mph sign investigated by OCC Highways officer, Positive conclusion for south verge gate. Awaiting project costings from OCC ONGOING |
| 141c/23 | Advise Ecosurface PATCH contractor of interest in fencing replacement | SW | Contractor does not carry out fencing installation. COMPLETE |
| 145a/23 | Advise DTC of tree survey contract award | SM | DTC report received. Payment of £400+VAT invoice APPROVED 11 Dec. COMPLETE |
| 163b/23 | Submit precept request to SODC | IPO | |
| 163d/23 | Submit grant acceptance form to SSEN | IPO | |
| 172a/23 | Purchase surface preservative for TOLC gate | IPO | |
| 172b/23 | Discuss TOLC sub-letting arrangements with TOLC organiser | IPO | |
| 174b/23 | Investigate means of deterring unauthorized vehicle access to Village Green | CT | |
| 175a/23 | Respond to OCC Road Lane Rental Scheme consultation | IPO | |
| 176a/23 | Make £200 donation to Open Spaces Society | IPO | |
| 176b/23 | Advise EWE Talk of prohibition of making grants to Limited Companies | IPO | |
| 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 |
| 482c/21 | Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024 | <u>SR</u> | Proposal for substantial concrete base infrastructure rejected. Range of installation arrangements seen in neighbouring parishes. Investigation of and permissions for Village Green installation to be made spring 2024. Cut mature tree available free from local farmer. Alternative of lights in central village tree to be considered ON HOLD to spring 2024. |
| 592a/21 | Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions. | Clerk/IPO | 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 |
| 18b/23 | Roundabout repair / re-installation | Clerk/IPO | Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 UNANIMOUSLY AGREED at June meeting. Installation ON HOLD until implementation of PATCH new surface project. |

158. **County Councillors' Reports** OCC is currently forecasting an FY 2023/24 funding shortfall of at least £44M. It has already identified £35M savings for the FY2024/25 budget, but still has a £9M funding gap. The update on the progress of the Tetsworth Primary School expansion site is recorded at Action 355c/21

159. **District Councillor's Report** GH had visited the Cornwell Solar Farm site and was encouraged by the attitude of the contractor to environmental issues. It was hoped that this would also apply when the contractor moved on to the Harlesford site. She had not yet received notification of the outcome of her Councillor priority Grant bids, but would chase up.

160. **Parish Councillor Reports** PGC had attended the online **OCC Public Transport Representative Meeting** which had focused on improvements to road /rail connectivity issues, but had yet to address this for the Marylebone to Oxford rail route. He had also attended a Community First Oxfordshire seminar on **Delivering the Housing that your Rural Community Needs**. He reported that the identification of possible Rural Exception Sites merited consideration in the Tetsworth NDP review.

Finance

161. **Monthly Financial Report** The report for November 2023 was **Approved Unanimously**.

162. **Expenditure** Signing of cheques, making electronic payments, and raising standing orders and direct debits was **Approved Unanimously**.

a. Electronic Payments:

| | | | |
|------|---------------------------------------|-------------------------------|-----------------|
| i. | L Freeth (Clerk salary) | Employee Contract | £750.19 |
| ii. | HMRC PAYE (Clerk) | Employee Contract | £ 0.00 |
| iii. | Shield Maintenance (Dog Bins) | 7121 | £ 25.99 inc VAT |
| iv. | Gates & Fences (TOLC gate) | INV41741 (approved iaw FR3.4) | £334.00 inc VAT |
| v. | Community Heartbeat (Defib baseplate) | 14747 (approved iaw FR3.4) | £132.00 inc VAT |

b. Standing Orders:

| | | | |
|-----|---|-----------|--------------------------|
| i. | Wiseserve (IT Support) | INV-22259 | £ 6.00 inc VAT per month |
| ii. | PWLB Half-year repayment (taken 30 Nov) | | £1315.22 |

c. Direct Debit:

| | | | |
|------|-------------------------------|-------------------|--------------------------|
| i. | O2 (phone service) | 05928908 | £ 19.20 per month |
| ii. | Nest Pensions (Clerk pension) | Employee Contract | £ 8.24 |
| iii. | One Drive Storage | New Order | £ 1.99 inc VAT per month |

163. Further Financial Matters

- a. **TPC Budget FY2024/25.** The budget proposal for £31,187 set out at the end of these minutes was **Approved Unanimously**
- b. **Parish Precept.** Submission of a precept request to SODC for £31,187 was **Approved Unanimously**.
- b. **CIL Return for 2022/23.** Submission of the return to SODC was **Noted**. SODC had acknowledged TPC's requirement to retain its CIL funds, possibly beyond the 5-year spending period, for a major 2024 project.
- d. **SSEN Generator Grant.** Signing of the grant acceptance form was **Approved Unanimously**.
- e. **VAT Reclaim.** Submission of the reclaim of £1,523.69 for the period 1 April to 30 November 2023 was **Noted**.
- f. **TPC Asset Register.** Signing and publication of the revised Asset Register was **Approved Unanimously**.
- g. **Clerk's 2023/24 Salary Settlement.** The uplift iaw the NALC SLP27 hourly rate of £18.58 from 1 Apr was **Agreed** and reflected in budget calculations..

Planning

164. Planning Applications to Consider or Note

- a. **Application Ref: P23/S3775/DIS Land to the North West of Stoke Talmage and to the West of Harlesford Farm Near Tetsworth.** Discharge of condition 4 (WSI Watching Brief) on planning application P23/S0162/FUL (Installation and operation of an underground high voltage electrical cable and associated works). **Noted**.
- b. **Application Ref: P23/S3845/DIS Land to the North West of Stoke Talmage and to the West of Harlesford Farm Near Tetsworth** Discharge of Condition 6 (Construction Environmental Management Plan - Biodiversity (CEMP-B)) on application P23/S0162/FUL. (Installation and operation of an underground high voltage electrical cable and associated works). **Noted**.
- c. **Application Ref: P23/S3835/S73 Moreton Park Moreton OX9 2HT.** Variation of condition 8 (landscaping) on application P23/S1179/S73 (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 and the erection of a single dwelling with associated works and landscaping)). (Consultation extended to 12 December 2023). **Supported Unanimously**.
- d. **Application Ref: P23/S2185 9 Silver St Tetsworth OX9 7AR** Demolish 3 bedroom bungalow. Erect 4 bedroom chalet bungalow. (Arboricultural reports submitted 29 August 2023). (Ecology Reports received and amended plans received 14 November 2023, showing revised design to dormer window above the garage and the dwelling moved forward by approximately 1.3 metres within the plot to create a larger rear garden). (Consultation extended to 12 December 2023) **Supported Unanimously**.

165. Planning Applications Determined

- a. **Application Ref: P23/S3019/N4B Claridge Barn Chiltern View Tetsworth OX9 7AL** Proposed change of use of agricultural building to three dwelling houses (Class C3) and for associated operational development. **Withdrawn**
- b. **Application Ref: P23/S3277/FUL: Attington Leys, Thame Road, Tetsworth OX9 7DB.** Demolition of existing stables and barns and erection of a replacement single storey dwelling served by the existing vehicular access. **Refused**

166. Planning Applications Awaiting Decision

- a. **Application Ref: P23/2989/HH Laurel Cottage 15 Silver Street Tetsworth OX9 7AR** A two storey side extension and a single storey front extension. Existing garage to be demolished and new enlarged garage to be constructed.
- b. **Application 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 hard-standing to facilitate access. (as amended to show turning area and visibility splays received 4 September 2023).

- c. **Applications Ref: P23/S2713/HH and P23/S2714/LB: Emerton House 64 High Street Tetsworth OX9 7AB.**
Part demolition of existing c.19th century kitchen wing, lower walls to be raised and re-roofed to form additional accommodation at first floor. Full demolition of c.20th century conservatory to be replaced with new dining room structure. (Consultation open to 23 November)
- d. **Application Ref: P23/S3587/DIS: Harlesford Farm, Tetsworth OX9 7BX** Discharge of condition 4 (surface water drainage) on application P23/S1081/FUL (Farm building with apron).

167. **Tetsworth NDP Review** JG reported that the first meeting of the Steering Group (SG) had taken place on 16 Nov. Members roles and guidance from an earlier meeting with the senior SODC NP officer were recorded. Review of emerging policies in the SODC/VoWH Joint Local Plan 2041 was identified as an initial task. The next SG meeting was scheduled for 18 Dec.

168. **Further Planning Issues**

- a. **Caravans** Enforcement investigation at Oxfordshire Way field alongside Stoke Talmage Road no SODC update.
- b. **SODC/VoWH Joint Local Plan 2041 Consultation** JG summarised the emerging Objectives and explained that the consultation response would be submitted through a 27-page survey document. Tetsworth NDP SG would formulate a draft response for TPC's initial consideration at its 8 Jan 2024 meeting – well ahead of the consultation closure date of 21 Feb 2024.

169. **Planning Considerations received after Agenda publication**

- a. **Application Ref: P23/S3005/FUL:** Land at corner of High Street and Stoke Talmage Road Tetsworth Oxfordshire OX9 Demolish derelict stable building and replace with steel framed storage building. **Permission Granted** on 5 Dec.

Recreation Areas

170. **PATCH**

- a. **Routine Inspection Report.** No new issues.
- b. **Surface Replacement and Fencing Projects.** Receipt of the award of £7,600 from the Lottery Fund was **Noted**. Installation of replacement fencing could not be undertaken by the surface contractor, but would ideally be installed at the same time as the new surface.

171. **Adult Fitness**

- a. A site visit by the SODC 'Active Communities' Outdoor Coaching Session organiser was still delayed by ill health.

172. **Tetsworth Outdoor Learning Centre (TOLC)**

- a. **Replacement TOLC Gate.** The gate had been delivered, but required preservation treatment. Ordering this at a cost of £59 inc VAT was **Approved Unanimously**.
- b. **Invoicing.** PGC agreed to investigate TOLC's sub-letting arrangement with Free Range Foxes with the TOLC organiser.

Communications

173. a. **Oxfordshire Trading Standards.** Publication of 'Stay Safe From Loan Sharks This Christmas' message was **Noted**.
- b. **Primary School Admissions.** Publication of OCC application poster was **Noted**.
 - c. **Rural Crime Survey.** PGC reported inclusion of fly-tipping and fuel and equipment theft in the TPC response.
 - d. **Home Improvement Agency Handyman Scheme.** Local publication of scheme was **Agreed**.
 - e. **Thames Valley Police.** Publication of policing budget survey was **Noted**.
 - f. **12 Scams of Christmas.** Publication of Thames Valley Alert was **Noted**.
 - g. **Thames Valley Alert Cybercrime Survey.** It was **Agreed** not to respond.

Village Environment

174. a. **Tree Survey.** The report had been received from DTC. Implementation of recommended maintenance action would be discussed at the Jan 2024 meeting.
- b. **Vehicle Access to Village Green.** CT **Agreed** to investigate the cost, regulation and possible means, including physical barriers, to prohibit unauthorized vehicle access to the Village Green.

Highways, Byways & Transport

175. a. **OCC Proposed Lane Rental Scheme.** PGC **Agreed** to submit a response in support of the scheme.

Correspondence

176. a. **Open Spaces Society.** A donation of £200 to its legal-action fund was **Approved Unanimously**.
- b. **EWE Talk Grant Request.** The request was **Refused** as TPC was not permitted to make donations to limited companies.

Items for Next Agenda Not Already Mentioned

177. a. Stoke Talmage road closure from 22 to 26 Jan 2024.
- b. Submission of Internal Auditor Questionnaire.
- c. Back-payment of Clerk's salary increase from 1 Apr to 30 Nov.
- d. HM Land Registry payment.

178. **Date of the Next Meeting** The next meeting will be held on **Monday 8th January 2024 at 1930.**

179. **Closure the Meeting** The meeting closed at 9.22pm.

Open Forum



John Gilbert
Minutes Clerk

Paul Carr
Chairman, Interim Proper Officer & RFO

| <u>TETSWORTH PARISH COUNCIL</u> | <u>2023-2024</u> | <u>2024-2025</u> | <u>Notes</u> |
|---------------------------------|-------------------|-------------------|--------------------------------------|
| Donations S137 | £2,000.00 | £2,000.00 | |
| Village green maintenance | £1,500.00 | £1,500.00 | |
| Tree maintenance | £750.00 | £750.00 | |
| War memorial & Remembrance | £150.00 | £150.00 | |
| Enhancement of village | £300.00 | £300.00 | |
| Play Area & Skate Ramp | £1,750.00 | £1,750.00 | |
| Contractor Maintenance | £400.00 | £400.00 | |
| Grass cutting | £2,640.00 | £2,640.00 | |
| Dog bins | £390.00 | £300.00 | £260 for fortnightly collections. |
| Sub Total | £9,880.00 | £9,790.00 | |
| Auditors | £500.00 | £500.00 | £460 this year. Inflation? |
| Clerk Salary | £12,800.00 | £13,530.00 | Annual pay award +£1/hr above 23-24. |
| Clerks Pension | £265.00 | £511.00 | £7,290 pensionable pay @7%. |
| Insurance | £1,100.00 | £1,800.00 | 23-24 £1,414. Projected rise ~25%. |
| Subscriptions and fees | £450.00 | £700.00 | 23-24 £624.66, ONPA added for 24-25 |
| Training | £250.00 | £250.00 | |
| Travel | | £0.00 | |
| Office | £250.00 | £355.00 | Projected 23-24 £355. |
| Village hall rental | £400.00 | £400.00 | |
| Website and quickbooks | £100.00 | £120.00 | |
| Professional legal fees | £500.00 | £500.00 | |
| Election set aside | £100.00 | £100.00 | |
| PWLB repayment | £2,631.00 | £2,631.00 | |
| Emergency Reserve | £0.00 | £0.00 | |
| Sub Total | £19,346.00 | £21,397.00 | |
| Total | £29,226.00 | £31,187.00 | |
| Tax Base | 340.5 | 347.3 | |
| Band D Council Tax | £85.83 | £89.80 | (+4.62%) |