

## 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 8th January 2024

#### 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 Nigel Champken-Woods (NCW) (OCC); Cllr Georgina Heritage (GH) (SODC).

**Members of the Public:** None

181. **Apologies for Absence** Cllr Sean Whitehead (SW); Cllr Kate Gregory (KG) (OCC).

182. **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.**

183. **Minutes of the Council Meeting held on 11<sup>th</sup> December 2023 for Signing Approved Unanimously**

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

185. **Public Questions** None

186. **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. <b>ONGOING</b>
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. <b>ONGOING</b>
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	2 quotations to clean & reinstate lettering for approx. £1,500 received. Obtaining 3 <sup>rd</sup> quotation in hand. War Memorial Trust grant to be investigated. Implementation to be considered within 2024.25 budget. <b>ONGOING</b>
38h/23	emergency generator purchase and installation Purchase and installation of emergency generator at TSSC with SSEN and other grant funding.	IPO	Cost of purchase and installation £16,500. SSEN grant of £10,000 awarded. OCC Councillor Grants totaling £2,000 awarded. Formal notification of SODC Councillor Grant of approx. £1,500 awaited. Funding of remaining shortfall to be considered. <b>ONGOING.</b>

89a/23	Obtain TOLC signature on amended TOLC Lease agreement	IPO	Lease amendments agreed 12 Sep. Meeting for signing in hand. Session charges deemed acceptable. Further amendment may be necessary resulting from possible management changes <b>ONGOING</b>
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. <b>ONGOING</b>
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. <b>ONGOING</b>
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 <b>ONGOING</b>
163d/23	Submit grant acceptance form to SSEN	IPO	Awaiting confirmation of SODC grant and measures to complete funding. <b>ONGOING</b>
172b/23	Discuss TOLC sub-letting arrangements and charges with TOLC organiser	IPO	Initial email discussion with TOLC organiser 12 Dec. Market average is approx. £200/session, so £75/session as invoiced is not unreasonable. <b>ONGOING</b>
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and post and chain boundaries seen in neighbouring parishes. Indicative costs to be investigated. <b>ONGOING</b>
192e/23	Post approved Internal Financial Control policies on TPC website.	IPO	
197b/23	Submit completed Joint Local Plan 2041 'Nutshell' consultation survey to SODC	IPO	
201a/23	Install replacement TOLC gate	TPC	
203a/23	Seek quotations for tree maintenance actions recommended by Tree Survey	IPO	
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill OCADO for cost.	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. <b>ON HOLD</b>
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR	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 <b>ON HOLD</b> 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. <b>ON HOLD</b>
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 <b>UNANIMOUSLY AGREED</b> at June meeting. Installation <b>ON HOLD</b> until implementation of PATCH new surface project.

187. **County Councillors' Reports** NCW identified a number of ongoing grant schemes and invited further requests for OCC Councillor Grant funding.

KG had been unable to report any progress on the school extension land transfer to OCC.

188. **District Councillor's Report** GH advised that she had informal confirmation that a grant of approximately £1,500 had been approved to support the purchase and installation of an SSEN emergency generator in the TSSC building. She also outlined the licensing requirements for 'pop-up' mobile food and drink businesses. She agreed to seek further advice on the scope of these regulations.

189. **Parish Councillor Reports None.**

190. **Monthly Financial Report** The report for December 2023 was **Approved Unanimously.**

191. **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 inc back-pay 1 Apr-31 Dec)	Employee Contract	£1,088.84
ii. HMRC PAYE/NIC (Clerk)	Employee Contract	£98.68
iii. Shield Maintenance (Dog Bins)	INV-7211	£25.99 inc VAT
iv. Gates & Fences (TOLC gate treatment)	INV41952 (pd 5 Dec iaw FR3.4)	£59.00 inc VAT
v. HM Land Registry (PATCH project)	(pd 9 Nov iaw FR3.4)	£39.90
vi. Wiserserve (Domain renewal)	INV-22979	£33.60 inc VAT

**b. Standing Orders:**

i. Wiserserve (IT Support) INV-22259 £6.00 inc VAT per mth

**c. Direct Debits:**

i. O2 (phone service) 05928908 £19.20 inc VAT per mth

ii. Nest Pensions (Clerk pension) Employee Contract £48.67

iii. One Drive Storage Contract £1.99 inc VAT per mth

**192. Further Financial Matters**

a. **O2 Phone Contract.** Receipt of £78 cashback payment was **Noted.**

b. **Emergency Generator Funding.** Receipt of £2,000 from OCC Councillor Grant Scheme was **Noted** and **Acknowledged.**

c. **Community First Oxfordshire.** Annual subscription renewal of £55 for 2024/25 when invoiced was **Approved Unanimously.**

d. **Internal Audit.** Reappointment of Jane Olds as Internal Auditor was **Approved Unanimously** and submission of completed audit questionnaire was **Noted.**

**e. Internal Financial Controls:**

i. Tetsworth Parish Council Internal Financial Control Policy was **Approved Unanimously.**

ii. Appointment of KB as the Councillor responsible for internal financial control was **Approved Unanimously.**

iii. Tetsworth Parish Council Bank Debit Card Procedure was **Approved Unanimously.**

f. **Parish Precept 2024/25.** Submission and receipt by SODC of precept form on 12 December was **Noted.**

**Planning**

**193. Planning Applications to Consider or Note**

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. Submission of Drainage Plan. **Noted.**

**194. Planning Applications Determined**

a. **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. **Refused.**

b. **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. **Granted.**

**195. 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. **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).

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).

196. **Tetsworth NDP Review** JG reported that the Steering Group (SG) had met on 18 December and drafted proposed responses to the SODC/VoWH Joint Local Plan 2041 'Nutshell' consultation survey. The SG had also undertaken a preliminary review of the current Tetsworth NDP vision, objectives and policies.

**197. 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** The draft responses to the 'Nutshell' survey prepared by the SG were **Approved Unanimously** for submission to SODC.

198. **Planning Considerations received after Agenda publication** The following Planning Applications would be considered at an Extraordinary Council Meeting planned for 7.00pm on Monday 23rd January.

a. **Application Ref P23/S4191/FUL: Claridge Barn, Chiltern View, Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.

b. **Application Reference: P24/S0004/HH: 12 Back Street, Tetsworth OX9 7AA** Single storey extensions to east and west side elevations and a rear extension. New roof.

## Recreation Areas

### 199. PATCH

- a. **Routine Inspection Report.** The bark chippings surface was mulching, but spreading of further bark would not be considered until better spring weather.
- b. **Surface Replacement and Fencing Projects.** Implementation of the surface replacement project in spring 2024 would require confirmation of SODC grant funding expected in February 2024. Funding of the fencing project would also depend on the extent of the SODC grant funding.

### 200. Adult Fitness

- a. **SODC Site Visit.** A visit by the SODC 'Active Communities' Outdoor Coaching Session organiser would probably be postponed until better spring weather.

### 201. Tetsworth Outdoor Learning Centre (TOLC)

- a. **Replacement TOLC Gate.** It was **Agreed** that installation would be undertaken in better spring weather by Councillor-coordinated volunteer effort.

## Communications

202. a. **SLCC Newsletter.** SLCC and NALC efforts to clarify scope of local council funding of places of worship was **Noted**.
- b. **Oxfordshire Councils Charter.** It was **Agreed** that no response to the draft Charter consultation was necessary.
- c. **HIA Handyman Scheme.** The request for advertising material and inclusion in Newsletter circulation was **Noted**.

## Village Environment

203. a. **Tree Survey.** PGC agreed to seek quotations for work recommended to be undertaken within 3 months and 6 months.
- b. **TSSC Building Lease.** The Business Rates enquiry to TSSC was **Noted**. The 25-year lease arrangement, signed in 2002, included 2 since-deceased trustees. Adrian Hope had replaced Joe Hope and John Redman had replaced Albert Redman, both by succession. These changes were **Noted** in the context of future lease negotiations in 2027.
- c. **Jitty Grass Area Damage.** Liability for damage by an OCADO delivery van had been accepted by the company. PGC **Agreed** to engage a local contractor to repair the damage and to invoice OCADO for reimbursement.

## Highways, Byways & Transport

204. a. **Stoke Talmage Road Closure.** The temporary road closure from 22 January to 26 January for investigatory and preparatory work ahead of a future repair programme had been **Publicised**.
- b. **OCC Lane Rental Scheme.** The consultation meeting was **Noted**, but would not be attended.

## Correspondence

205. None received.

## Items for Next Agenda Not Already Mentioned

206. Consideration of Christmas Tree options for 2024.

## Date of the Next Meeting

207. The next meeting will be held on **Monday 12<sup>th</sup> February 2024 at 1930.**

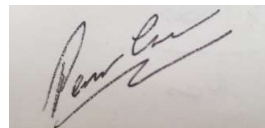
## Closure of the Meeting

208. The meeting closed at 8.28pm.

## Open Forum



John Gilbert  
Minutes Clerk



Paul Carr  
Chairman, Interim Proper Officer & RFO