

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 9th October 2023

Present:

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

Minutes Clerk: John Gilbert (JG)

In Attendance: None

Members of the Public: 4

96. **Apologies for Absence** Cllr Seb Mossop (SM), Cllr Sean Whitehead (SW); Cllr Kate Gregory (KG) (OCC), Cllr Nigel Champken-Woods (NCW) (OCC); Cllr Georgina Heritage (GH) (SODC).

97. **Declarations of Interest** NONE.

98. **Approval of Minutes of the Council Meeting held on 11th September 2023 for Signing** APPROVED UNANIMOUSLY.

99. **Matters Arising from the Minutes not on the Agenda** NONE

100. **Public Questions** NONE

101. **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)	Car park final surface completed. Contractor provided OCC with information necessary for registration of land adjacent to Judds Lane and progression of S278 transfer. S106 reviewed re supply of water, sewage, and electricity connections. 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. 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 AGREED UNANIMOUSLY to proceed and pursue grants. Earmarking of 100% of current CIL balance for matched funding of project AGREED UNANIMOUSLY at 9 Oct 23 meeting. 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. ONGOING.

Ref.	Item Requiring Action	Resp	Action/Progress
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 received from TSSC and ownership of installation to be determined. ONGOING.
184a/22	Outdoor Gym Bike - Everyone Active Grant acceptance	Clerk / PGC	Installation COMPLETE.
240d/22	Replacement of War Memorial and Jitty benches	Clerk/PGC	Installation COMPLETE.
317b/23	Access Roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	Email sent to OCC Countryside Access Officer on 4 Sep as this forms part of the fordshire Way. OCC investigating. ONGOING
392d/23	War Memorial cleaning	IPO	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	PGC/CT	Review needed to align Tetsworth NDP with higher-level policies in SODC & VoWH Joint Local Plan 2041 under development. Steering Group formed with launch expected Autumn 2023. Awaiting proposed Oct meeting date from SODC NP officer. 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. Installation deferred until implementation of PATCH new surface project. ONGOING.
38h/23	SSEN Community Resilience Funding 280k	Clerk	Application for Emergency Generator at TSSC /TPC Emergency Plan submitted. Awards made October 2023. ONGOING.
82g/23	Register interest in Community Transport Grant scheme	IPO	Terms of grant scheme not relevant to Tetsworth circumstances COMPLETE.
85b/23	Write to SODC re Toll Lodge Farm enforcement action	IPO	Letter sent 20 Sep and acknowledged COMPLETE
87b/23	Draft PATCH signage to include precise location information	IPO	Signs purchased from The Sign Shed and installed COMPLETE
89a/23	Forward amended Lease agreement to TOLC for signing.	IPO	Lease amendments agreed 12 Sep. Meeting for signing in hand. ONGOING
89b/23	Discuss tree maintenance requirement with TOLC management	IPO	Liaison with TOLC established 19 Sep. Relevant trees to be included in village tree survey ONGOING
90b/23	Investigate potential Tree Survey contractors	SM/IPO	Previous contractor contacted, quotations still to be obtained. In-house TPC tree survey of mid 2010s to be circulated to councilors. ONGOING
90c/23	Seek Thames Water quotation for mains water provision to allotment site	SM	Resident advised of intended investigation 19 Sep. Thames Water quotation of £2,500 obtained. Unaffordability of proposal AGREED UNANIMOUSLY. Allotment-holder to be informed ONGOING
90e/23	Review salt stocks and submit requirement	IPO	Nil requirement submitted to OCC 18 Sep. Request for additional bin at school submitted but refused. COMPLETE
92e/23	Respond to SODC Landscape Character Assessment consultation	IPO	Comments submitted COMPLETE
107b/23	Forward Connected Communities Fund details to Memorial Hall committee	IPO	
108/23	Propose CIL or grant-aided community projects for inclusion in prioritised document	All Cllrs	
117b/23	Advise allotment holder that provision of mains water supply is unaffordable	SM	
117c/23	Offer bag of salt to school	IPO	
117d/23	Seek TSSC agreement for 'Winter Warmth' provision over Christmas period	IPO	
119c/23	Advise DofE volunteer of agreement to weed/litter-pick PATCH	IPO	
116/23	Apply for SODC Grant for TOLC gate	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
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing 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

102. County Councillor's Report

- School Expansion Site.** See Action 355c/21 above.
- Grant Availability.** KG's report identified a number of grant-awarding schemes which might benefit the Tetsworth community.

- c. **County Council Electoral Divisions.** Boundary review for increase to 69 councillors out for consultation. Implementation expected in 2025 elections.
- d. **OCC Political Control.** Collapse of Fair Deal Alliance due to Labour withdrawal. New Cabinet appointments. KG appointed for SEND improvement.

103. **District Councillor's Report**

- a. **Grant Availability.** GH's report identified a number of grant-awarding schemes which might benefit the Tetsworth community.

104. **Parish Councillor Reports NONE**

Finance

105. **Approval of Monthly Financial Report** The report for September 2023 was **APPROVED UNANIMOUSLY.**

106. **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 was **APPROVED UNANIMOUSLY.** Payment of £768 of the 106avi invoice from the Strategic Reserve was **NOTED.**

a. **Electronic Payments:**

i.	L Freeth (Clerk salary)	Employee Contract	£ 963.91
ii.	HMRC PAYE (Clerk)	Employee Contract	£ 25.40
iii.	The Sign Shed	Invoice shed758667	£ 30.95 inc VAT (Paid FR3.4)
iv.	Moore (External Auditor)	320017	£ 252.00 inc VAT (est £240)
v.	Shield maintenance (Dog bins)	6934	£ 25.99 inc VAT
vi.	Wilson Property Care (exercise bike)	158	£ 875.00
vii.	Wilson Property Care (bench)	159	£ 150.00

b. **Standing Orders:**

i.	Wiseserve (IT Support)	INV 21259	£ 6.00 inc VAT per month
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c. **Direct Debit:**

i.	O2 (phone service)	05928908	£ 19.20 per month
ii.	Nest Pensions (Clerk pension)	Employee Contract	£ 30.14 per month TOTAL

Consideration / Discussion / Approval of Further Financial Matters

- a. **Parish Precept.** Receipt of 2nd Half 2023/24 Precept Payment of £14,613 on 6th September was **NOTED.**
- b. **Connected Communities Fund.** Availability of grants of up to £5,000 for relevant community projects. Scheme details to be forwarded to Tetsworth Memorial Hall committee.
- c. **SLCC Membership Renewal.** Renewal due 1st November at £177 was **APPROVED UNANIMOUSLY.**
- d. **External Audit.** Receipt of External Auditor Report and Certificate 2022/23 dated 19th September, and publication of the Notice of Conclusion were **NOTED.**

Potential CIL and Grant-Supported Community Projects

107. Councillors agreed to propose candidate community projects at the Nov 23 meeting which could be maintained in a prioritised document.

Planning

108. **To Note Planning Decisions since Agenda published. NONE**

109. **To Note or Consider Planning Applications**

- 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. **SUPPORTED UNANIMOUSLY**
- b. **Application Ref: P23/S3040/HH : Saraswati 34 Silver Street Tetsworth OX9 7AR** Garage conversion to office. With comment on the inaccuracy in the published site boundary, **SUPPORTED UNANIMOUSLY.**
- c. **Application Ref: P23/S3091/DIS: Moreton Park, Moreton OX9 2HT** Discharge of condition 8 (Landscaping (incl hard surfacing and boundary treatment on planning application P23/S1179/S73 (Variation of condition 2 (approved plans) on application ref. P21/S2114/FUL(Demolition of the existing agricultural barn and the erection of a single dwelling with associated works) changes to layout, orientation and design of dwelling and decrease in volume and landscaping).**NOTED.**
- d. **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. **SUPPORTED UNANIMOUSLY.**
- e. **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. **UNANIMOUS OBJECTION.** The document setting out TPC objections was **APPROVED UNANIMOUSLY** for submission.

110. **To Discuss Further Planning Issues**

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

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 sandschool and formation of hardstanding to facilitate access. **AWAITING DECISION**

b. **Toll Lodge Farm, Tetsworth** Enforcement Notice Ref: PE/S0103/23. See Action 85b/23.

c. **Caravans** Awaiting SODC feedback on Enforcement investigation at Oxfordshire Way field alongside Stoke Talmage Road.

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

Planning Application 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. **NOTED.** Extension to consultation period to be requested.

Recreation Areas

112. **PATCH**

a. **Routine Report** No significant problems **NOTED.**

b. **CCTV Monitoring** Information gathering via a commercial online seminar was **AGREED.**

113. **Adult Fitness**

Adult Fitness Coaching Site visit by SODC's Active Communities fitness programme coordinator postponed due to illness.

Communications

114. a. **SODC Planning Training.** October session dates **NOTED..**

b. **Oxford Direct Services (ODS).** Inclusion of ODS as a potential candidate supplier of relevant village services was **AGREED.**

c. **Parish Council Casual Vacancy Procedure.** The updated SODC process was **NOTED.**

d. **Oxfordshire Air Quality Website.** Launch had been publicised locally.

e. **Creating Green & Resilient Communities.** Online course dates were **NOTED.**

f. **Town and Parish Council Charter Summit.** PGC advised his intention to attend on 26th October.

g. **South News.** SODC monthly update was **NOTED.**

h. **SODC Recycling Advice.** Had been publicised locally.

i. **Regular Updates.** 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.rsonline.org.uk; CPRE at www.cpre.org.uk and ONPA at <https://onpa.uk>

Tetsworth Outdoor Learning Centre (TOLC)

115. **New Access Gate.** Grant of £300-£400 from SODC Biodiversity Fund Grant to be applied for.

Village Environment

116. a. **Village Tree Survey.** Trees in TOLC site to be included in survey. Quotations for new survey awaited. In-house mid-2010s survey report of to be circulated to councilors.

b. **Allotment Water Supply.** Thames water quotation of £2,500 **UNAFFORDABLE.** Allotment-holder to be advised.

c. **Salt Stock for School.** Offer of a bag of salt from stock to school for playground safety **APPROVED UNANIMOUSLY.**

d. **Winter Social Preparations.** The Red Lion had agreed to provide 'Winter Warmth' again during coming winter. TSSC to be approached for provision of Christmas period coverage.

Highways, Byways & Transport

117. **Closure Notice T12580, Chinnor Station Road.** Closure from 6th to 8th November and diversion via Thame Park Road was **NOTED.**

Correspondence

118.a. **Vehicle Speeding.** Response to resident email of 14th September had advised referral to TVP.

b. **Dog Aggression.** Response to resident email of 7th September had advised referral to TVP.

c. **DoE Award Volunteering.** A resident's daughter wished to undertake the volunteer task of weeding and litter picking at the PATCH for a period of 6 months. The offer was welcomed and support **UNANIMOUSLY AGREED.**

d. **Churchyard Maintenance.** Resident email of 5th September concerning clearance round family graves had been forwarded to St Giles PCC for consideration.

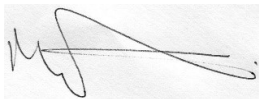
e. **Use of Site at High St/Stoke Talmage Rd Junction.** Site owner's email of 8th September setting out his tree nursery plans was **NOTED.**

119. **Items for Next Agenda Not Already Mentioned** NONE

120. **Date of next meeting** Monday 13th November 2023 at 7.30pm.

121. **Closure of meeting** The meeting closed at 8.30pm.

Open Forum No comments raised.



John Gilbert
Minutes Clerk



Paul Carr
Chairman