

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 12th February 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: None

Members of the Public: One

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

215. **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.**

216. **Minutes of the Council Meeting held on 8th January 2024 for Signing Approved Unanimously**

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

218. **Public Questions None**

219. **Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
355c/21	Monitor OCC investigation of school extension project progress	IPO (OCC:KG)	OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Developer providing updated drawings for review. Land transfer still pending, but unregistered land application with OCC Legal team. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR KB	Proposal for substantial concrete base infrastructure rejected. Removable surface metal frame favoured. Photos to be circulated by KB. Permissions for Village Green installation to be made spring 2024. Alternative lights in central village tree still to be considered. 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 submit grant request to War Memorial Trust.	SM	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. ONGOING

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 £13,749 + VAT subject to contractor site visit. SSEN grant of £10,000 and Councillor Grants totalling £3,448 awarded. Funding of remaining shortfall from Council funds agreed in principle. ONGOING .
89a/23	Obtain TOLC signature on amended TOLC Lease agreement	IPO	Lease amendments agreed 12 Sep 23. Signing on hold pending outcome of change of management arrangements between current and prospective tenant/organizer. Monitoring to continue under Action 172b/23. COMPLETE
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	Landowner permission granted for east side, but refused for west side Stoke Talmage Rd. OCC has installation of east side and Parkers Hill gates in hand. ONGOING
117d/23	Seek TSSC agreement for 'Winter Warmth' provision over Christmas period	IPO	Winter season over without use of formal agreement. COMPLETE
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting beyond 30mph sign investigated by OCC Highways officer, Positive conclusion for south verge gate. OCC quotation of cost to TPC of £2889.62 inc VAT if implemented FY2023/24. ONGOING
163d/23	Submit grant acceptance form to SSEN	IPO	Following discussion with SSEN agent 5 Feb, Acceptance Form submitted. Re-costed quote is necessary after contractor site visit on 15/2/24. ONGOING
172b/23	Discuss TOLC sub-letting arrangements and charges with TOLC organiser.	IPO	Charges considered reasonable. Update and reissue of lease pending outcome of agreement between current and prospective organisers. ONGOING
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. ONGOING
192d/23	Confirm Internal Auditor reappointment to Jane Olds	IPO	Confirmation sent 18 Jan. COMPLETE
192e/23	Post approved Internal Financial Control policies on TPC website.	IPO	Posted 11 Jan. COMPLETE
197b/23	Submit completed Joint Local Plan 2041 'Nutshell' consultation survey to SODC	IPO	Submitted and acknowledged 11 Jan. COMPLETE
201a/23	Install replacement TOLC gate	TPC	Planned for action in milder weather. ONGOING
203a/23	Seek quotations for tree maintenance actions recommended by Tree Survey	IPO	Requests issued to potential contractors 11 Jan. Arbostar quotation of £1,734 inc VAT received 15 Jan. DTC quotation for £1,152 inc VAT received 24 Jan. COMPLETE
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill OCADO for cost.	IPO	Quotation requested, response awaited. ONGOING
223/23	Publish new Parish Council policies on TPC website	IPO	
231b/23	Emergency Plan. Ask TMH committee for implications of kitchen refurbishment extending beyond 1 Apr	IPO	
233/23	Purchase defibrillator battery	SR	
234a/23	Attend SODC Community Grants Panel meeting, 29 Feb	SM	
237d/23	Arrange Gigaclear local engagement meeting	IPO	
238a/23	Place tree maintenance contract with DTC, and advise unsuccessful tenderer.	IPO	
238c/23	Draft Biodiversity Policy Statement.	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.	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.

220. **County Councillors' Reports** Written report expected but not received in time for meeting.

221. **District Councillor's Report** Written report did not include any items of direct relevance to Tetsworth.

222. **Councillor Reports None.**

Parish Council Policies

223. **New Policies** The following policies, as presented, were **Approved Unanimously**.

- a. **Dignity at Work Policy.**
- b. **Equality and Diversity Policy.**
- c. **Grievance Policy.**

Finance

224. **Monthly Financial Report** The report for January 2024 was **Approved Unanimously**.

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

a. **Electronic Payments:**

i. L Freeth (Clerk salary) (inc £67.80 HMRC rebate)	Employee Contract	£552.29
ii. Shield Maintenance (Dog Bins)	INV-7288	£25.99 inc VAT
iii. Community First Oxfordshire (membership)	email form (paid iaw 192c/23)	£55.00

b. **Standing Orders:**

i. Wiseserve (IT Support)	INV-23218	£6.00 inc VAT per mth
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c. **Direct Debits:**

i. O2 (phone service)	05928908	£19.20 inc VAT per mth
ii. One Drive Storage	Contract	£1.99 inc VAT per mth

226. **Further Financial Matters**

- a. **Tetsworth Primary School CIL Grant.** School's purchase of trim trail equipment with £5,000 grant **Noted**, but its installation on hold pending resolution of a planning issue.
- b. **SODC Councillor Grant.** Receipt and acknowledgement of £1,448 grant from SODC towards emergency generator purchase and installation was **Noted**.
- c. **SSEN Generator Installation.** Arrangement of contractor site visit to confirm installation costs was **Noted**. **Agreement in principle** to fund £301 shortfall or marginal increase from Council resources.

Planning

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

- a. **Application Ref: P24/S0196/AG: Oxhouse Farm near Tetsworth OX9 7BT** Proposed construction of a track to carry farm machinery. **Noted**.
- b. **Application Ref: P24/S0234/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 7 (landscaping (incl hardsurfacing and boundary treatment) on application P23/S3835/S73 Variation of condition 8 (landscaping) on 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 and landscaping) - changes to layout, orientation and design of dwelling and decrease in volume. **Noted**.
- c. **Application Ref: P24/S0233/HH: 8 Marsh End Tetsworth OX9 7AU** Erection of single-storey side and front extensions, front dormer extension, and fenestration changes. **Supported Unanimously**.

228. **Planning Applications Determined**

- a. **Applications 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). **Granted**
- b. **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). **Condition Discharged**
- c. **Application Ref: P24/S0205/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 2(materials) on application ref. P23/S3835/S73 (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)). **Condition Discharged**

- 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). **Granted**

229. **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: P23/S3587/DIS: Harlesford Farm, Tetsworth OX9 7BX** Discharge of condition 4 (surface water drainage) on application P23/S1081/FUL (Farm building with apron).
- c. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.
- d. **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.

230. **Tetsworth NDP Review** JG reported that he had attended the SODC Joint Local Plan 2041 consultation event in Thame on 6 February gaining clarity on a number of housing policy issues. The next Steering Group (SG) meeting was planned for 19 February with its focus on initiating the updating of evidence base documents.

231. **Further Planning Issues**

- a. **Caravans on Talmage Rd/Oxfordshire Way Multi-plot Field.** The SODC Enforcement investigation was still active, but without a progress report.
- b. **OCC Community Emergency Plan Annual Survey.** Confirmation of details of some key-holders identified in the Tetsworth Emergency Plan and associated GDPR consents were awaited. The Tetsworth Memorial Hall committee would be requested to advise the implications of the kitchen refurbishment project extending beyond 1 April – the Emergency Plan deadline for submission. Approval of the Emergency Plan would be scheduled for the March meeting of the Council.

232. **Planning Considerations received after Agenda publication None**

Recreation Areas

233. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** No new issues. Stock of 3 pallets of bark chippings in storage with a local farmer. Purchase of new battery for the defibrillator was **Approved Unanimously**.

234. **PATCH**

- a. **Surface Replacement and Fencing Projects.** Further clarification of the grant funding application and photos submitted ahead of consideration by the SODC Community Grants Panel on 29 February. Photos to be shown during the consideration and SM **Agreed** to represent the Council at the meeting.
- b. **Oxfordshire Smokefree Community Fund.** It was **Agreed** not to apply for signage funding for play areas.

235. **Adult Fitness**

- a. **SODC Site Visit.** A visit by the SODC 'Active Communities' Outdoor Coaching Session organiser still on hold until better spring weather.

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

- a. **Future Management Arrangements.** Revision and issue of the TOLC tenancy agreement awaiting outcome of discussions between current and prospective TOLC organisers.

Communications

237. a. **Discovering Cooperatives.** The free workshop at Didcot on 14 February had been **Publicised**.
- b. **Rural Community Housing Needs.** Community First Oxfordshire's capacity to undertake housing needs analysis was **Noted**. Future engagement on this topic would be delegated to the Tetsworth NDP SG.
- c. **Gigaclear Ultrafast Broadband.** Local activity by the company was **Noted**, and arrangement of a local engagement meeting was **Agreed**.
- d. **Consultation of Joint Local Plan 2041.** JG's attendance at SODC's engagement event in Thame was **Noted**.
- e. **OALC January 2024 Newsletter.** Topics relevant to Tetsworth were **Noted**.

Village Environment

238. a. **Tree Maintenance.** The proposal to engage DTC to carry out the 3 and 6 month tree maintenance actions identified in the Tree Survey at a cost of £1,152 inc VAT was **Approved Unanimously**.
- b. **Great British Spring Clean.** It was **Agreed** that SODC-supplied litter-picking equipment was not required for Tetsworth.
- c. **Biodiversity Policy.** The requirement for Parish Councils to have a Biodiversity Policy Statement was **Noted**. PGC **Agreed** to draft a policy statement for consideration at the March Council meeting.

Highways, Byways & Transport

239. a. **20mph Speed Limit.** The OCC Environment and Place draft scheme proposals for Tetsworth were **Agreed** and the unadopted status of Blackthorn Rise **Noted**.

Correspondence

240. a. **Multi-plot Field Ownership Query.** The resident's email of 8 January and response were **Noted**.

Items for Next Agenda Not Already Mentioned

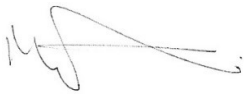
241. a. **Framed Portrait of King Charles III.**

b. **Access to Tetsworth Common from Marsh End Gardens.**

242. **Date of the Next Meeting** The next meeting will be held on **Monday 11th March 2024 at 1930.**

243. **Closure the Meeting.** The meeting closed at 8.26pm.

Open Forum



John Gilbert
Minutes Clerk



Paul Carr
Chairman, Interim Proper Officer & RFO