

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 13th November 2023

Present:

Chair: Cllr Paul Carr (PGC)
Cllr Seb Mossop (SM),
Cllr Sanjiv (Kim) Bhagat (KB)
Cllr Susan Rufus (SR)
Cllr Sean Whitehead (SW)

Minutes Clerk: John Gilbert (JG)

In Attendance: Cllr Nigel Champken-Woods (NCW) (OCC); Cllr Georgina Heritage (GH) (SODC).

Members of the Public: None

123. **Apologies for Absence** Cllr Christopher Thompson (CT); Cllr Kate Gregory (KG) (OCC),

124. **To Receive Declarations of Interest** Members are 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**

125. **To Approve the Minutes of the Council Meeting held on 9th October 2023 for Signing Approved Unanimously**

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

127. **Public Questions None**

128. **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, Judds Lane still to be resurfaced. 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 SM | Quotes from £43k (half) to £90k (whole) with a 5-year warranty. Best quote from Ecosurface at £51.5k for complete project. Price and payment options to be finalised. UNANIMOUSLY AGREED to proceed and earmarking 100% of CIL balance to match fund project AGREED UNANIMOUSLY at Oct 23 meeting. Applications submitted for grant funding made to SODC (£24,500), Lottery Fund for All (£7,600) and Cozens Bequest (£3000) Decisions expected Feb/Mar 2024. Permission granted for new surface project from land owner and TSSC. Further progress of project to be discussed as an Agenda item. COMPLETE |

| | | | |
|---------|--|-----------|---|
| 482c/21 | Consider Christmas tree and outdoor decorations purchase / installation. Obtain costing of concrete base from TSSC. Investigate alternative of planting live tree. | SR | Christmas tree to be positioned on the Village Green near to the benches, so central to the village. Design for concrete base, sub-soil power supply and fencing surround prepared Oct 2023. Cost to be advised by TSSC and ownership of installation to be determined. Implementation now expected in 2024. Permission for and sources of alternative live tree planting to be investigated ONGOING . |
| 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 Oxfordshire Way. OCC investigating. ONGOING |
| 392d/23 | War Memorial cleaning | SM | Quotation to clean & reinstate lettering £1,500. Considered unaffordable within provisional 2024/24 budget. Alternative contractor and sources of grant funding to be investigated. ONGOING |
| 16f/23 | Notify SODC of NDP review launch | JG | Notification of review launch to SODC approved 13 November. Progress of review subject to Steering Group reporting to TPC under a standing Agenda item. 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 £10000 awarded and £2,000 expected from OCC Councillor Priority Funds Further bids for grant funding for balance being made. ONGOING . |
| 89a/23 | Forward amended Lease agreement to TOLC for signing. | IPO | Lease amendments agreed 12 Sep. Meeting for signing in hand. ONGOING |
| 117b/23 | Advise allotment holder that provision of mains water supply is unaffordable | SM | In hand ONGOING |
| 117d/23 | Seek TSSC agreement for 'Winter Warmth' provision over Christmas period | IPO | In hand ONGOING |
| 134b/23 | Submit grant applications for emergency generator funding to OCC and SODC Councillor Grant schemes | IPO | |
| 135/23 | Seek OCC advice on siting of east-end village entrance gates | IPO | |
| 141c/23 | Advise Ecosurface PATCH contractor of interest in fencing replacement | SW | |
| 143a/23 | Order TOLC gate from Gates and Fences | IPO | |
| 145a/23 | Advise DTC of tree survey contract award | SM | |
| 147b/23 | Make £200 donation to Citizens' Advice | 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. |

129. **County Councillors' Reports** NW reported KG's appointment to lead OCC's SEND improvement project. He also noted a number of grant funding schemes that TPC was aware of. However, he was unable to report any progress on the transfer of the school expansion site to OCC.

130. **District Councillor's Report** GH advised that she still had headroom in her Councillor Grant fund and confirmed that she would support an application to support the TSSC emergency generator project.

131. **Parish Councillor Reports** PGC had participated in the Town & Parish Councils Charter Summit where poor communication between the tiers of local government was recognised as a problem. Examples of published charters appeared to address the issue.

Finance

132. **Monthly Financial Report for October 2023** was **Approved Unanimously**.

133. **Expenditure** Signing of cheques, making electronic payments, raising standing orders and direct debits for the invoices listed below was **Approved Unanimously**.

a. Electronic Payments:

| | | | |
|-----|-------------------------|-------------------|----------|
| i. | L Freeth (Clerk salary) | Employee Contract | £ 825.42 |
| ii. | HMRC PAYE (Clerk) | Employee Contract | £ 0.00 |

| | | | |
|----------------------------|--|-------------------|--------------------------|
| iii. | HMRC PAYE (Clerk) (Sep 23 underpayment) | Employee Contract | £ 19.23 |
| iv. | HMRC PAYE (Clerk) (Oct 23 underpayment) | Employee Contract | £ 26.58 |
| v. | Shield Maintenance (Dog Bins) | 7021 | £ 25.99 inc VAT |
| vi. | 360 Landscapes (Grass cutting)(paid Oct) | SI-10804 | £ 396.00 (Paid iaw FR16) |
| vii. | 360 Landscapes (Grass cutting) | SI-10813 | £ 396.00 |
| b. Standing Orders: | | | |
| i. | Wiseserve (IT Support) | | £ 6.00 inc VAT per month |
| c. Direct Debit: | | | |
| i. | O2 (phone service) | 05928908 | £ 19.20 per month |
| ii. | Nest Pensions (Clerk pension) | Employee Contract | £ 21.51 |
| iii. | One Drive Storage | New Order | £ 1.99 inc VAT per month |

134. **Further Financial Matters**

- a. **TPC Budget FY2024/25.** Preliminary budget requirements and allocations amounting to £33,237 were discussed. The potential increase of 13.55% was considered to be too great. Proposals to remove funding of £1,500 for war memorial cleaning and £550 from the PATCH allocation were **Agreed**. This would result in a more acceptable increase of 6.7% including unavoidable increases in the Clerk's salary. The 2024/25 budget would be tabled for approval at the December 2023 meeting.
- b. **Generator for TSSC.** Award of a grant of £10,000 from SSEN still left a funding shortfall of £6,500 for purchase and installation. Submission of formal funding request for 2 x £1,000 from the OCC Councillors' Grant scheme and £2,000 from the SODC Councillor's Grant scheme were **Agreed**.
- c. **Village Green Maintenance Grant.** Payment of the annual grant of £1,500 to TSSC was **Approved Unanimously**.
- d. **PWLB Loan Repayment** Payment of £1315.22 against Loan PW501598, due 30 Nov 23 was **Noted**.
- e. **SLCC Membership Renewal** Payment of £177.00 annual fee as agreed at minute 107c/23 was **Noted**.

135. **Potential CIL and Grant-Supported Community Projects** As the whole of current CIL funds had been committed to the PATCH resurfacing project, there was limited scope for further projects. However, the possibility of locating village entry gates beyond the 30mph signs to the east of the village would be investigated.

Planning

136. **Planning Applications for Consideration or Note**

- a. **Planning 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. (Consultation extended to 14 November) **Supported Unanimously**.
- b. **Planning 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). **Additional information Noted**.
- c. **Planning 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) **Supported Unanimously**
- d. **Planning 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). **Noted**.

137. **Planning Applications Determined**

- a. **Application 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**.
- b. **Application Ref: P23/S3040/HH: Saraswati 34 Silver Street Tetsworth OX9 7AR** Garage conversion to office **Granted**.
- 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 **Granted**.

138. **Planning Applications Awaiting Decision**

- 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.
- b. **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.

c. **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. **Application withdrawn 13 Nov 23.**

139. **Further Planning Issues**

- a. **Caravans.** No update of Enforcement investigation of caravans on Oxfordshire Way field alongside Stoke Talmage Road.
- b. **Tetsworth NDP Review.** Notification to SODC of launch of NDP review project was **Approved Unanimously.**

140. **Further Planning Considerations Received after Agenda Publication None.**

Recreation Areas

141. **PATCH**

- a. **Routine Inspection Report.** The absence of any further occurrences of damage was welcomed.
- b. **CCTV Surveillance** No further action on introducing such surveillance was **Agreed.**
- c. **Replacement Fencing.** A sample quotation indicated that the cost of purchase and installation of hoop-top metal fencing would be in the £6-9,000 bracket. The EcoSurface contractor engaged in the resurfacing project would be advised of the interest in replacement fencing.

142. **Adult Fitness**

- a. **'Active Communities' Outdoor Coaching.** A site visit was still on hold due to the organiser's absence on sick leave.

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

- a. **New Access Gate.** Three quotations had been obtained. The Earlswood Gate 4'3" x 4'0" from Gates and Fences at £339 + VAT + shipping had the most appropriate dimensions and its purchase from S137 funds was **Approved Unanimously.**

Communications

144. a. **SOHA Community Engagement** Notification of planned siting of van and gazebo near TSSC on 6 Nov. **Noted.**
- b. **OCC Public Transport Representative Meeting** 14 Nov, PGC attending. **Noted**
 - c. **OCC Health and Wellbeing Strategy** Consultation advertised locally. **Noted**
 - d. **Zero Hour Request to Support of Climate and Ecology Bill.** Support was **Agreed** but external communication declined.
 - e. **SODC S106 Grants for Affordable Housing.** Availability of grants for new homes satisfying the council's climate criteria. **Publicised**
 - f. **OCC 'Welcome the Warmth' Website.** Availability of grants to support installation of energy efficiency measures in homes. **Publicised**
 - g. **Oxfordshire Councils Charter** PGC attended forum. **Noted.** Consultation open until 10th December 2023.
 - h. **SODC Rural Business Support.** Grant scheme for local businesses and organisations. **Publicised**
 - i. **SSEN Home Emergency Advice.** Emergency preparation planning. **Publicised**
 - j. **SSEN Power Cut Support.** Priority service registration. **Publicised**
 - k. **OALC October 2023 Newsletter.** Relevant topics, particularly changes to Fire Safety Legislation. **Noted.**

Village Environment

145. a. **Tree Survey.** Quotations for of £400+VAT, £410+VAT and £465 had been obtained. Contracting DTC at a cost of £400+VAT was **Approved Unanimously.**
- b. **Winter Preparations.** Tetsworth Primary School had accepted the offer of salt from stock. Discussions with TSSC over 'Warm Space' provision during the Christmas/New Year period was in hand.
 - c. **WWI Memorial Tree Replacement.** DTC's offer to install a hornbeam replacement tree was **Approved Unanimously.**

Highways, Byways & Transport

146. a. **Introduction of Bus Service 127.** The launch of Service 127 single round trip between Tetsworth and Thame on Tuesdays and Thursdays from 7th November 2023 was **Welcomed.**
- b. **OCC Proposed Lane Rental Scheme.** Consultation open to 24th January 2024. **Noted.**

Correspondence

147. a. **Age UK Winter Wellbeing Packs.** Publication of an online Winter Hub and provision of Winter Wellbeing packs. **Publicised.**
b. **Citizens' Advice.** Recognising the continued support for Tetsworth residents, a donation of £200 from S137 funds was **Approved Unanimously.**

Items for Next Agenda Not Already Mentioned

148. a. **Rural Crime Survey Response.**
b. **Joint Local Plan Consultation.**
c. **TOLC Invoicing.**

Date of the Next Meeting

149. The next meeting will be held on **Monday 11th December 2023 at 1930.**

Meeting Closure

150. **The meeting closed at 9.48pm.**

Open Forum



Paul Carr
Interim Proper Officer & RFO



John Gilbert
Minutes Clerk