**Tetsworth Parish Council**
hairman & Interim Proper Officer

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**Minutes of the Meeting of Tetsworth Parish Council**

**Held at 7.30pm on Monday 9th August 2021**

**Present:**

Chair Cllr Paul Carr (PGC)

Vice Chair Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

Cllr Sean Whitehead (SW)

**Minutes Clerk:** John Gilbert (JG)

**In Attendance:** OCC, Cllr Nigel Champken-Woods (NCW)

**Members of the public:** 1

**Apologies for Absence:** OCC, Cllr Kate Gregory (KG)

 SODC, Cllr Caroline Newton (CN)

**361. To Receive Declarations of Interest**

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting **-** **NONE**

**362. To Approve the Minutes of the Council Meeting held on 12th July 2021 for signing – AGREED UNANIMOUSLY**

**363. Matters Arising from the Minutes not on the Agenda - NONE**

**364. To Discuss Councillor and Parish Clerk Vacancies**

**a.** The co-option of Mr Sean Whitehead to fill the vacant position on Tetsworth Parish Council was **APPROVED UNANIMOUSLY**.

 **b.** PGC reported discussions with OALC and many Parish Clerks in local parishes over filling the current Parish Clerk vacancy. He had not yet identified any candidates, but was continuing his campaign to attract candidates to the post. KB expressed his reluctance to act as RFO beyond his short-term appointment in the absence of an employed Parish Clerk.

**365. Public Questions – NONE**

**366. Update of Actions List**

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| **Ref.** | **Item Requiring Action** | **Resp** | **Action/Progress** |
| 85/19 | New Notice Board | PGC | Order is in Board received and installation planned for 10 Aug. **ONGOING**  |
| 218a/20 | SE19/341 Land North of A40 Adjacent to the Gate House | TPC (SODC) | Awaiting enforcement appeal decision date from PINS inspectorate. **ONGOING** |
| 183g/20 | CIL Funding | TPC | **CIL Costings and Progress**1) **Village Wicket Gates**. Awaiting views of OCC Highways officer. Funding deadline has been extended. **ONGOING**2) **Trim trail for Tetsworth Primary School**. CT confirmed with SODC’s infrastructure Implementation Officer that CIL is appropriate for such school projects. Proposal now priced. **ONGOING**3) **Benches on the Green**. Delivery of 3 replacement benches expected 11 Aug. Storage arranged at Spencer’s Farm. Installation to be arranged post-delivery. **ONGOING** 4) **Footpath Kissing Gates** on Oxfordshire Way. Awaiting outcome of OCC Byways staff site visit to review all parish footpath issues. **ONGOING**5) **Memorial Hall Improvements**. £5000 earmarked for heating installation. Confirmation of commitment dependent on funding from other TMH Committee grant applications and awards. **ONGOING**  |
| 212b/21 | Development to The Swan not covered by a planning application | SM | Letter sent to the Landowner.Continuing uncertainty over planning status of changes made to building attached to Grade II\* listed Swan property. Further investigation required. **ONGOING** |
| 305c/21 | Drainage ditch blockage at site of The Swan | SM | Meeting to be arranged to explain issue to landowner. **ONGOING** |
| 305f/21 | Investigate ownership of dilapidated bench alongside War Memorial | CT | TPC ownership established. Repair options being investigated with local contractor after which maintenance will be undertaken by volunteer village resident. **ONGOING** |
| 307b/21 | Reinstatement of white lines on A40 | PGC (OCC) | White centre lines outside 30mph signs reinstated, but none through village. OCC councillors will enquire outcome of ‘no lines’ trial and report back. **ONGOING** |
| 345/21 | Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners | PGC | Email sent 28 Jul. Further communication attempted, but no reply as yet. **ONGOING** |
| 354/21 | Monitor TPC website access upgrade implementation. | CT/PGC | Upgrade in progress with completion expected mid-Aug. **ONGOING** |
| 355a/21 | Arrange replacement dog waste collection contract.Purchase and install 2 new dog waste bins. | PGC | Contract with Pet Waste Services awaited. Interim collections fortnightly from 15 Jul arranged. **ONGOING**Bins ordered from Wybone, no delivery date yet. TPC will install on existing posts at Judds lane and A40 access to Tetsworth Common. **ONGOING** |
| 355c/21 | Monitor OCC investigation of school extension project progress | PGC (OCC) | Progress report received from school leadership team 28 Jul.OCC councillor agreed to press for OCC staff action to secure completion of S106 obligations by Blackthorn Rise developer and transfer of ownership of site to OCC. OCC councillor site visit with village resident arranged for early Sept. **ONGOING.**  |
| 356a/21 | Monitor OCC Highways feedback on A40/B4021 Link Road visibility splay | PGC (OCC) | Fence line realignment agreed by OCC to improve downhill visibility splay. Implementation to be monitored. **ONGOING** |
| 356b/21 | Investigate extent of SOHA responsibility for Marsh End footpath maintenance | PGC | SOHA property maintenance team has accepted some responsibility and will investigate extent of maintenance action required. **ONGOING** |
| 357b/21 | Investigate viability of running village first aid training session | SR/PGC | Village Facebook posting will assess likely interest in arranging such a session. **ONGOING** |
| 357f/21 | Liaise with Swan gardens resident over overgrown footpath issue | CT | Letter to be drafted to explain Taylor-Woodrow’s ongoing responsibility for estate footpath maintenance issues. **OINGOING**  |
| 367/21 | Investigate feasibility of a village A40 zebra crossing within OCC future highways programme | CT (OCC) | Previous correspondence to be forwarded to NCW. **ONGOING** |
| 371/21 | Arrange continuous monthly payments with Wiseserve | PGC |  |
| 372a/21 | Monitor dog waste bin adequacy in Village Green area | TPC |  |
| 372b/21 | Purchase new laptop and phone | PGC |  |
| 377a/21 | Confirm skate ramp delamination inspection arrangements with Fearless Ramps  | PGC |  |
| 378b/21 | Note need for Tetsworth NDP review in 2026 | TPC |  |
| 380b/21 | Advise householder and instruct Devey Tree Care to cut back tree on The Knapp. | PGC |  |
| 381a/21 | Publicise The Mount road closure notice to village residents | PGC |  |
| 382a/21 | Acknowledge receipt of school extension progress report | PGC |  |
| 382b/21 | Acknowledge receipt of AONB extension proposal to proposer | PGC |  |

**367. County Councillors’ Report**

Revised OCC scrutiny arrangements had been implemented with committees for Place, People, and Performance and Corporate Services. KG will sit on the People scrutiny committee.

 Applications were still open for Councillor Priority Funding from the £15,000 allocated to each councillor for the next 2 years.

 The visibility splay issue at the A40/Thame route junction was being resolved.

 NCW agreed to investigate feasibility of introducing A40 zebra crossing in village within OCC future highways

 funding programme.

**368. District Councillor’s Report - NONE**

**369. Parish Councillor’s Report** **- NONE**

**Finance**

**370. Monthly Financial Reports**

The Monthly Report for July 2021 was **APPROVED UNANIMOUSLY.**

**371. Approval of Expenditure**

The payment of cheques/electronic payment for the following invoices was **APPROVED UNANIMOUSLY.** Wiseserve Invoice 8314 £4.8 Wybone Ltd WEB-3367 £412.73

PGC agreed to arrange future continuous payments rather than settling monthly invoices with Wiseserve.

**372. Consideration or Approval of Product and Service Purchases**

 **a. Additional Dog Waste Bin Purchase.** A proposal to purchase a bin for siting adjacent to the TSSC clubhouse at a cost of up to £300 + VAT was **REJECTED UNANIMOUSLY.** Dog waste bin adequacy in the Village Green area would be monitored once the new bin emptying contract with Pet waste Services had settled in.

 **b. New Laptop and Phone Purchases**. A proposal to purchase a Lenovo 256GB laptop from Caaos at a cost of up to £600 + VAT was **APPROVED UNANIMOUSLY.** The proposal to implement a phone contract with Vodaphone for a Samsung A21S handset at an upfront cost of £40.10 and monthly charges of £14.80 was **APPROVED UNANIMOUSLY.**

**373. Requests for Grants/Donations**

 a**. Tetsworth Memorial Hall (TMH) Improvements.** The TMH committee was still unclear over the continuing availability of grants and donations already awarded by other organisations. Its priority was to install an air pump heating system before this autumn and was pursuing various options to bridge its funding shortfall. The TMH committee planned to update the Parish Council at its next meeting, recognising that £5,000 had

 already been earmarked from the CIL account.

**Planning**

**374. Planning Decisions** **NONE.**

**375. Planning Application**

 **a. Application Reference: P20/S4389/FUL (Horseshoe House Stoke Talmage Road Tetsworth OX9 7BU)**

 Replacement dwelling with associated parking access, detached outbuilding and energy strategy as per amended plans and additional supporting information submitted 26 July 2021. **SUPPORTED UNANIMOUSLY.**

**376. Further Planning Issues**

 **a.** The opening of **SODC Enforcement Case SE21/248** into the allegedroad construction behind 39-55 High Street was **NOTED.**

**b.** A proposal to submit no response to the **Oxfordshire 2050 Infrastructure Strategy** consultation was **AGREED UNANIMOUSLY.**

**c.** Longer response windows allowed consideration of responding to the **OxCam Arc,** the **Oxfordshire 2050,** and the **Oxfordshire 2050 Call for Strategic Locations Ideas** consultations to be deferred to the next meeting.

**d.** SODC updates on the 5-year housing land supply and the return to the pre-Covid procedure for the determination of minor planning applications were **NOTED**.

**Play Areas**

**377. PATCH/Skatepark**

 **a.** Routine inspection reports were **NOTED.** Fearless Ramps would be asked to confirm its arrangements for

 inspection and advice on areas of delamination on the skate ramp.

**b.** The rolling contract with the Play Inspection Company for an annual inspection each February was **NOTED**.

**Neighbourhood Plan**

**378. a.** The completion of Tetsworth NDP project with receipt of hard copies of ‘Made Plan’ and final statements for public viewing in Tetsworth Memorial Hall was **NOTED**.

 **b. T**he need to plan a review of the Tetsworth NDP in or before May 2026 was **NOTED**.

**TPC Website**

**379**. The accessibility upgrade to the website was underway and expected to be complete by mid-August.

**Village Environment**

**380. a. Winter Preparations Salt Requirement.** No additional salt stocks were needed for the coming winter months.

 **b. Remedial Action on Overhanging TPC Tree at The Knapp.** The required cutting back at a cost of £200 + VAT was

 **APPROVED UNANIMOUSLY.**

 **c. Tree Trunk Obstruction of Judds Lane.** The clearance of this obstruction was **NOTED.**

 **d. Green Waste Collections**. The suspension of this service during August due to driver shortages was **NOTED.**

**Highways and Byways**

**381. a. Road Closure Notice TTRO T9034.** The closure of The Mount in September will be publicised to village residents.

**b. Footpaths Warden Vacancy.** This role promoted by the Oxfordshire Ramblers' Footpaths Warden Coordinator had been publicised to village residents.

**Correspondence**

**382. a. Progress Report on Tetsworth Primary School Extension Project.** An acknowledgement would be sent the school leadership team. The report contents were **NOTED.**

 **b. Proposal for Chilterns AONB Boundary Change.** An acknowledgement would be sent to the Great Haseley

 proposer. The proposal contents were **NOTED.**

 **c. Planned Extension of Chilterns AONB.** The SODC Press Release was **NOTED.**

**d. The Queen’s Platinum Jubilee Celebrations** The projects described in the brochure from the Lord Lieutenant were **NOTED.** The Parish Council anticipated that village residents may come forward with local celebration projects in due course.

**e. Electric Vehicle Test Events.** The OCC announcement was **NOTED** and had been publicised to village residents.

 **f. Electric Blanket Testing** The OCC announcement was **NOTED** and had been publicised to village residents.

 **383. Items for Next Agenda Not Already Mentioned**

 **a. Thame NDP Review.** **To Consider** a consultation response.

 **b. Grass Cutting Specification. To Review** requirements ahead of tendering for next 3-year contract.

**384. Date of the Next Meeting.** The next meeting will be held at **7.30pm on Monday 13th September 2021.**

**385.** **Meeting Closed at 9.20pm**

 

 Paul Carr

 Chair and Interim Proper Officer