**Tetsworth Parish Council**  
Chairman and Interim Proper Officer

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To all members of Tetsworth Parish Council

You are summoned to attend the Parish Council meeting, detailed below

**In Tetsworth Memorial Hall**

**at 7.30pm on Monday 13th September 2021**

Members of the Public and Press are welcome to attend.

**AGENDA**

1. **Apologies for Absence**
2. **To Receive Declarations of Interest**

Members are 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.

1. **To Approve the Minutes of the Council Meeting held on 9th August 2021 for Signing**
2. **Matters Arising from the Minutes not on the Agenda**
3. **Public Questions**
4. **Update of Actions List**

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| **Ref.** | **Item Requiring Action** | **Resp** | **Action/Progress** |
| 85/19 | New Notice Board | PGC | Order is in Installed. **COMPLETE** |
| 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**. 3 replacement benches delivered 11 Aug. Storage arranged at Spencer’s Farm. To **APPROVE** installation quote from D Wilson Property Care for £250. **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 towards 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.Email enquiry to SODC on its own progress on recovering its costs.  **ONGOING** |
| 354/21 | Monitor TPC website access upgrade implementation. | CT/PGC | Upgrade completed and live from 17 Aug. See Item 19. **COMPLETE** |
| 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. Implemented on 8 Sep. **COMPLETE** |
| 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. **ONGOING** |
| 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 | Contact established by phone 13 Aug. TPC address updated. Accounts agent on leave, will contact TPC early Sep. **ONGOING** |
| 372a/21 | Monitor dog waste bin adequacy in Village Green area | TPC | **ONGOING** |
| 372b/21 | Purchase new laptop and phone | PGC | Laptop and phone ordered, received and in use. **COMPLETE** |
| 377a/21 | Confirm skate ramp delamination inspection arrangements with Fearless Ramps | PGC | Email prompt sent 13 Aug. **ONGOING** |
| 378b/21 | Note need for Tetsworth NDP review in May 2026 | TPC | A Review Committee to be set up in Nov 2025, or earlier if legislation changes or shortcomings require. **ONGOING** |
| 380b/21 | Advise householder and instruct Devey Tree Care to cut back tree on The Knapp. | PGC | Emails sent 12/13 Aug. **COMPLETE** |
| 381a/21 | Publicise The Mount road closure notice to village residents | PGC | Facebook posting 11 Aug, Noticeboard updated 12 Aug, Website 17 Aug. **COMPLETE** |
| 382a/21 | Acknowledge receipt of school extension progress report | PGC | Email sent 12 Aug. **COMPLETE** |
| 382b/21 | Acknowledge receipt of AONB extension proposal to proposer | PGC | Email sent 12 Aug. **COMPLETE** |

**7. County Councillors’ Reports**

**8. District Councillor’s Report**

**9. Parish Councillors’ Reports**

**Finance**

**10. To Receive, Note and Approve**

a. The monthly financial report for August 2021.

b. **To Note** following corrections to Expenditure Profile in July 2021 financial report:

The *emergency reserve, Legal Fees and Election Fees* in the *'External Budgets and earmarked*' table are shown correctly as their values after transfers from this year's precept as per the budget. Therefore, the transfers should show as 'spent' from the respective lines of expenditure budget line.

c**. To** **Note** that it was agreed in Minute 353/21that the residual balance in the Neighbourhood Plan

sub-account should total £1,410.58 after recovery of VAT and that a third of that total should be

transferred to the Legal Fees and the Play Area earmarked funds and to the Section 137 budget line once

VAT recovery is complete**.**

**11. To Note/Approve** expenditure and sign cheques/approve electronic payment.

a. Open Spaces Society (membership) Ref 75645 £45.00 (from 'subscriptions')

*paid 10 Aug 21 iaw FR3.4*

b. Wilson Property Care (noticeboard inst) Inv #360 £190.00 (from CIL)

*paid 11 Aug 21 iaw min 388/21(85/19)*

c. Broxap Ltd (3 benches) Inv T1133 £1,962.00 inc VAT (from CIL)

*paid 11 Aug 21 iaw min 388/21(183g/20960)*

d. Wiseserve Inv 8873 £4.80 (from 'website' etc)

e. QuickFixIT (website upgrade) Inv 1043 £2,112.00 inc VAT (from tbd)

f. QuickFixIT (annual account) Inv 1050 £89.99 (from 'website' etc)

g. CAAOS (laptop) Inv 2160 £545.00 inc VAT (from 'office')

*paid 20 Aug 21 iaw min 372b/21*

h. P G Carr (mobile phone deposit) Inv PC001 £30 (Carphone Warehouse Inv 17711689)

i. P G Carr (McAfee internet security) Inv PC002 £21.99 (McAfee Inv CS2851152055)

j. Devey Tree Care (tree on Jitty) Inv 2396 £240.00 inc VAT (from 'tree maint')

k. Devey Tree Care (grass cutting) Inv 2399 £780.00 inc VAT (from ‘grass cutting’)

l. Moore (External Audit) Inv 307701 £360.00 inc VAT (from ‘audit')

**12. To Discuss and Note or Approve**

a. **To Note** Data Protection renewal fee of £40 due by Direct Debit on 15th September.

b. **To** **Note** the submission of the annual CIL report to SODC.

c. **To Note** that invoices for the wayleave payments due to TPC are to be sent by end September.

**13. To Consider Requests for Grants/Donations**

a. As the Tetsworth Poppy Appeal Organiser, Cllr Carr requests a donation of £100 to the Royal

British Legion in line with donations made in previous years.

**Planning**

**14. To Note the following Planning Decision**

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 26th July 2021. **REJECTED.**

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**15. To Consider the following Planning Application**

a. **Application Reference: P21/S2028/FUL (Mount Hill Farm, 19 High Street Tetsworth OX9 7AD)** Erection of detached dwelling, conversion of outbuilding to carport with access served off High Street (footprint and height of dwelling reduced, number of dormer windows reduced from four to one as shown on amended plans and energy statement submitted received 9th August 2021).

**16. To Discuss further Planning Issues**

a. **To Consider** responding to the Thame NDP Review consultation.

b. **To Consider** responding to the Ox-Cam Arc (closes 12 Oct), Oxfordshire 2050 (closes 1 Oct),

Oxfordshire 2050 Call for Strategic Locations Ideas (closes 8 Oct) and SODC/VoWH Joint Local Plan Call for Land and Building Availability for Change (closes 30 Sept) consultations.

c. **To Note** the Neighbourhood Plan Steering Group’s decision not to apply for participation in the Government Office for Place’s Design Code Pilot Scheme.

**17. To Note** anyfurther Planning Considerations received after Agenda publication.

**Play Areas**

**18. Play Area/Skatepark/TOLC**

a. **To Receive** routine PATCH inspection report.

b. **To Approve** theordering 3 pallets of bark for PATCH.

**TPC Website**

**19. To Note** that the TPC website has been updated to fulfil the WCAG zooming requirement and the need

for 'alternative text' within the pictures. More adjustments are legally required but may be deferred if they

present a ‘disproportionate burden’.

**Village Environment**

**20.**  a. **To Review** Village Grass Cutting Tender Specification.

b. **To Note** that SODC's waste team will carry out a 3-day deep cleanse in Tetsworth from 26th-28th

October and **to Discuss** any particular areas requiring their attention. Deadline for reply is 26th September.

c. **To Discuss** recent occurrence of graffiti in Oxfordshire Way/M40 underpass.

**Highways, Byways & Transport**

**21.** a. **To Note** theTemporary Road Closure Notice for Wheatfield Road on 13th-15th September for pothole and verge repairs.

b. **To Note** the Temporary Road Closure Notice for The Mount on 4th October for a maximum of 5 days.

c. **To Consider** responding toNational Highways and Transport Public Satisfaction Survey (OCC email).

d. **To Discuss** or **Approve** a response to the OCC’s Oxfordshire Bus Service Improvement Plan survey (closes 13th Sept, extension to 15th Sep approved).

**Disposal of Redundant TPC Equipment**

**22. To Discuss** options for disposal of redundant TPC IT equipment and notice board.

**Correspondence**

**23.** a. **To Note** the email from John Howell MP offering the opportunity to meet during weeks of 4th or 11th October and **Discuss** a response.

b. **To Note** introduction of Civil Parking Enforcement in Oxfordshire districts (OCC email).

**Items for Next Agenda Not Already Mentioned**

**24. To Note** any such items.

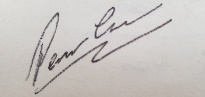
**Date of the Next Meeting.**

**25.** The next meeting will be held on **Monday 11th October 2021 at 1930.**

**To Close the Meeting**

**26. To Note** time of closure.

**Open Forum**



Paul Carr, Chair and Interim Proper Officer