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

Tel: 07523 907741  
Email: [clerk@tetsworthparishcouncil.co.uk](about:blank)

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

**Held at 7.30pm on Monday 11th October 2021**

**Present:**

Chair Cllr Paul Carr (PGC)

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 Kate Gregory (KG),

**Members of the public:** 1

**Apologies for Absence:** TPC: Vice Chair, Cllr Seb Mossop (SM)

OCC: Cllr Nigel Champken-Woods (NCW) SODC: Cllr Caroline Newton (CN)

**410. To Receive Declarations of Interest** PGC declared an interest in 2 invoices scheduled for approval of payment to him, and in his request, as the local organiser, for a donation to the Royal British Legion.

**411. Approval of the Minutes of the Council Meeting held on 13 September 2021 for Signing - AGREED UNANIMOUSLY.**

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

**413. Public Questions - NONE.**

**414. Update of Actions List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | **Item Requiring Action** | **Resp** | **Action/Progress** |
| 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** |
| 218a/20 | SE19/341 Land North of A40 Adjacent to the Gate House | TPC (SODC) | Awaiting enforcement appeal decision date from PINS inspectorate. **ONGOING** |
| 212b/21 | Development to The Swan not covered by a planning application | SM | Letter sent to the Landowner with follow-up discussions.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 | Landowner has accepted responsibility. Relevant permissions for vehicular access to Village Green to be arranged. Remedial action will be monitored. **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.SODC has confirmed that it did not pursue recovery of its own costs. **ONGOING** |
| 355a/21 | Arrange replacement dog waste collection contract.  Purchase and install 2 new dog waste bins. | PGC | Fortnightly collections arranged with Pet Waste Solutions from 15 Jul.Monthly invoices being received.Contractor’s capacity to be monitored. **ONGOING**  Bins purchased from Wybone delivered. 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) | After site visit on 10 Sep, OCC councillor agreed to press OCC for action to secure Blackthorn Rise developer’s completion of S106 obligations and transfer site ownership to OCC. OCC/developer discussions in hand over issue of Form 278 from OCC specifying required standards for S106 obligations. **ONGOING.** |
| 356b/21 | Investigate extent of SOHA responsibility for Marsh End footpath maintenance | PGC | SOHA accepted some responsibility and will investigate extent of maintenance action required. Further email to hasten investigation sent 13 Sep. OCC action underway for its area of responsibility. **ONGOING** |
| 357b/21 | Investigate viability of running village first aid training session | SR/PGC | Costs being investigated and assessment of likely interest through village Facebook posting in hand. **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 has been forwarded to NCW who is progressing case within OCC. **ONGOING** |
| 372a/21 | Monitor dog waste bin adequacy in Village Green area | TPC | **ONGOING** |
| 377a/21 | Confirm skate ramp delamination inspection arrangements with Fearless Ramps | PGC | On 11 Oct, Fearless Ramps confirmed specialist inspection is being scheduled. Any repair action believed to be covered by warranty. **ONGOING** |
| 401b/21 | Order 3 pallets of bark for PATCH | PGC | Delivery from CPA expected 13 Oct. **ONGOING** |
| 403a/21 | Draft updated grass cutting specification | PGC | Drafted and circulated to councillors 15 Sep. **COMPLETE** |
| 404a/21 | Investigate data cleansing of redundant laptop and phone | SW | Laptop passing to SW custody. **ONGOING** |
| 420b/21 | Publicise availability of OCC and SODC Councillor priority grants to village organisations | PGC |  |
| 421d/21 | Consider OCC Byways staff report on status of parish footpaths and possible installation of kissing gates | TPC |  |
| 423d/21 | Liaise with Gt Haseley PC over consultation response to Dodwells Solar Farm planning application | PGC |  |
| 425/21 | Investigate increasing PATCH basket swing ground clearance | TPC |  |
| 427b/21 | Issue Grass Cutting Tender documents to 5 potential bidders | PGC |  |
| 428c/21 | Seek supporting evidence for Horse/Rider Safety Notices from local horse-riding community | PGC |  |

**415. County Councillors’ Report** The report’s **t**opics only covered issues already addressed by TPC or included elsewhere in the meeting agenda.

**416. District Councillor’s Report** The report covered the following issues of relevance to Tetsworth not already addressed by TPC:

a. A second planning appeal inspector had ruled that SODC did not currently have a 5 year building land supply. This could have grave implications enabling major unplanned housing growth. SODC still believes that it satisfies the 5 year supply criterion, but could not fully explain the divergence of views.

b. SODC is responding to a number of strategic planning consultations already addressed by TPC. In addition, SODC is contributing to sustainable and economically-beneficial transport link studies stretching from Swindon to Cambridge, and to OFWAT’s consultation on strategic water resource options including a reservoir at Abingdon.

c. Cllr Sue Cooper, Leader of SODC since May 2019, stood down from her role on 7 October to be replaced by Cllr David Rouane, a Lib Dem councillor from Didcot.

**417. Parish Councillors’ Reports** **- NONE**

**Finance**

**418. Monthly Financial Report** The Monthly Report for September 2021 required review of some payment allocations, so its presentation was held over to the November 2021 TPC meeting.

**419. Approval of Expenditure** The payment of cheques/electronic payment for the following invoices was **APPROVED UNANIMOUSLY.**

Pet Waste Solutions Inv 8776 £21.60 inc VAT

Wiseserve Inv 9388 £4.80 inc VAT

Devey Tree Care (grass cutting) Inv 2439 £312.00 inc VAT

Wilson Property Care (bench inst) Inv 369 £250.00

Pet Waste Solutions Inv 9104 £21.60 inc VAT

Pet Waste Solutions Inv 9122 £21.60 inc VAT

Due to his financial interest in the following reimbursement invoices, PGC withdrew from consideration of their payment. They were **APPROVED UNANIMOUSLY**.

Mobile Phone Deposit Inv PC001 £30.00 (Carphone Warehouse Inv 17711689)

McAfee internet security Inv PC002 £21.99 (McAfee Inv CS2851152055)

**420. Requests for Grants/Donations**

a. **Royal British Legion** As the local Poppy Day Appeal organiser, PGC requested a grant of £100 to the Royal British Legion. Due to his financial interest, PGC withdrew from consideration of its payment. The grant was A**PPROVED UNANIMOUSLY**.

b. **OCC and SODC Councillor Priority Grants** These funding sources were still open for applications. PGC **AGREED** to publicise them to village organisations such as Tetsworth Primary School, TSSC, TOLC and the Memorial Hall.

**Candidate CIL Project Progress Review**

**421.** a. **Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline has been extended.

b. **Trim Trail for Tetsworth Primary School**. Proposal compliant with SODC CIL criteria and has been costed. School to be encouraged to apply for OCC and SODC Councillor Priority Grants.

c. **Benches on the Green** Completion of project with installation of 3 replacement benches was **NOTED**.

d. **Footpath Kissing Gates on Oxfordshire Way**. Awaiting feedback from OCC Byways staff survey of parish footpaths during visit on 5 and 7 October.

e. **Memorial Hall Improvements** £5000 earmarked towards heating installation. TMH Committee confirmed new heating system would be installed ahead of winter season. Start date still awaited.

**Planning**

**422. Planning Decisions**

a. **Application Reference: P21/S2655/HH 11 Marsh End Tetsworth OX9 7AU** First floor side extension & alteration to existing roof to form habitable accommodation. **REFUSAL** was **NOTED.**

b. **Application Reference: P21/S2028/FUL Mounthill 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). **APPROVAL** was **NOTED.**

**423. Planning Applications**

a. **Application Reference: P21/S3703/DIS Land to the rear of The Swan 5 High Street Tetsworth OX9 7AB** Discharge of conditions 3 (materials), 4 (landscaping) & 5 (tree protection) on application P19/S2916/FUL & conditions 3 (materials) & 4 (joinery) on application P19/S2917/LB. Extend the existing house at the front and integrate a first-floor extension at the rear, integrate a new dwelling attached to the existing house and improve the visual appearance of the plot with associated landscaping. **NOTED.**

b. **Application Reference: P21/S3953/FUL The Old Forge High Street Tetsworth OX9 7AB** Change of use from tapestry warehouse (B8) to shop (A1). **SUPPORTED UNANIMOUSLY.**

c. **Application Reference: P21/S3954/FUL The Old Forge High Street Tetsworth OX9 7AB** Change of use from tapestry warehouse (B8) to business (B1). **SUPPORTED UNANIMOUSLY.**

d. **Application Reference: P21/S3915/FUL Dodwells Solar Farm Land north of the A40 near Milton Common** Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure. Liaison with Great Haseley Parish Council and continued **OBJECTION** was **AGREED UNANIMOUSLY.**

**424. Further Planning Issues**

a.A decision not to respond to the **SODC/VoWH Joint Statement of Community Involvement** consultation was **AGREED UNANIMOUSLY.**

b. Consideration of **Application Reference: P20/S3244/FUL Cornwell Solar Farm** by the SODC Planning Committee was scheduled for 13 October. TPC **AGREED** to **NOTE** the outcome which could influence its strength of opposition to the **Dodwells Solar Farm** planning proposal.

**Play Areas**

**425. The PATCH/Skatepark** routine inspection report **NOTED** the insecurity of one of the stilts and removal of broken glass from the site. It was also **AGREED** that increasing the basket swing ground clearance should be investigated.

**TPC Website**

**426.** PGC’s intention to seek guidance on implementing further structural improvements to the TPC website was **NOTED.**

**Village Environment**

**427.** a. **Village Bulb Planting Project** The enthusiastic community response to and progress of daffodil bulb planting was **NOTED**.

b. **Village Grass Cutting Tender Specification** Issue of the revised tender specification to 5 potential bidders for the 2022-25 contract was **APPROVED UNANIMOUSLY.**

**Highways and Byways**

**428.** a. The visit by **OCC Countryside Access Officers** to survey parish footpaths on 5 and 7 October was **NOTED.** Feedback was still awaited.

b. Local advertising for the appointment of a **Parish Transport Representative** was **AGREED**.

c. Introduction of OCC-provided **Horse/Rider Safety Notices** in the village was **PROVISIONALLY AGREED,** provided that supporting evidence could be assembled by the local horse-riding community.

d. It was **AGREED** that the reporting of damaged road sign posts was best achieved through residents’ use of the **Fix My Street** online application.

**Disposal of Redundant TPC Equipment**

**429.** SW was undertaking data cleansing of the **Laptop and Phone** prior to offering these assets to Tetsworth Primary School.

**Correspondence**

**430.** a. The resumption of **SODC Garden Waste Collections** was **NOTED.** Collections would restart in Tetsworth on 18 October on a 4 weekly cycle and Direct Debits would be extended by 3 months.

b. The availability of a **Town & Parish Council VAT Guide** publication was **NOTED.**

c. Acknowledgement of the TPC response to the **Thame NDP Review** was **NOTED**

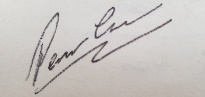
d. SODC/VoWH scheduling of MS Teams online sessions on **Ethical Standards Training for Councillors and Clerks** on on 9 and 18 November at 7.00pm was **NOTED**.

e. OCC scheduling of MS Teams online sessions of **New Priorities Workshops** on 18 October at 7.00pm and 21 October at 2.00pm was **NOTED.** PGC indicated that he planned to participate.

**431. Items for Next Agenda Not Already Mentioned - NONE.**

**432. Date of the Next Meeting.** The next meeting will be held at **7.30pm on Monday 8November 2021.**

**433.** **Meeting Closed at 8.53pm**



Paul Carr

Chair and Interim Proper Officer