**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 8th November 2021**

*These minutes have been corrected (in red). The duly signed corrected version is displayed on the Parish Council noticeboard.*

**Present:**

Chair Cllr Paul Carr (PGC)

Vice Chair, Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Susan Rufus (SR),

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

**In Attendance:** OCC: Cllr Kate Gregory (KG),

**Members of the public:** 1

**Apologies for Absence:** TPC: Cllr Christopher Thompson (CT)

Cllr Sean Whitehead (SW)

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

**434. To Receive Declarations of Interest** PGC declared a family interest in an invoice scheduled for approval of payment to his wife.

**435. Approval of the Minutes of the Council Meeting held on 11 October 2021 for Signing - AGREED UNANIMOUSLY.**

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

**437. Public Questions - NONE.**

**438. 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) | On 28 Oct, PINS advised that enforcement appeal decision would be delayed by a further few weeks due to inspector’s illness. **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 in hand. Remedial action will be monitored. **ONGOING** |
| 345/21 | Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners | PGC | Estimated extent of claim established. Further attempts to contact PHD will be made.SODC has confirmed that it did not pursue recovery of its own costs. **ONGOING** |
| 355c/21 | Monitor OCC investigation of school extension project progress | PGC (OCC) | OCC councillor pressing OCC for action to secure Blackthorn Rise developer’s completion of S106 obligations and transfer of site ownership to OCC. OCC liaising with developer on the surface required for safety on Judds Lane. Once agreed, it is anticipated that work can commence. **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 completed for its area of responsibility. **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 forwarded to NCW who is progressing case within OCC. **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** |
| 404a/21 | Investigate data cleansing of redundant laptop and phone | SW | Cleansing actioned by SW. Equipment ready to be offered to Tetsworth Primary School. **COMPLETE** |
| 425/21 | Investigate increasing PATCH basket swing ground clearance | TPC | Quotation for modification kit and installation requested from R Barber, 18 Oct. Expected cost to be paid under FR3.4 **APPROVED UNANIMOUSLY. ONGOING** |
| 428c/21 | Seek supporting evidence for Horse/Rider Safety Notices from local horse-riding community | PGC | Email requesting the required information sent to correspondent 12 Oct. Reply awaited. **ONGOING** |
| 446a/21 | Reconcile amount of expected TPC surplus funds | PGC/KB |  |
| 446bcd/21 | Implement financial transfers to earmarked funds | KB |  |
| 448acd/21 | Action agreed donations and grants | PGC |  |
| 448b/21 | Canvass support for possible First Aid training | PGC |  |
| 449b/21 | Action earmarking of £5000 CIL funding towards school trim trail project | PGC |  |
| 449e/21 | Investigate replacement of war memorial and jitty benches | PGC |  |
| 453b/21 | Investigate options for all-weather surface for PATCH | PGC |  |
| 454/21 | Create public notices/consultations page on TPC website | PGC |  |
| 455/21 | Prepare redundant noticeboard for resident use and publicise | PGC |  |
| 456a/21 | Confirm grass cutting contract arrangement with 360o Landscapes | PGC |  |
| 458/21 | Canvass support for village arranging Big Platinum Jubilee Lunch | PGC |  |
| 459b/21 | Respond to Code of Conduct complaints consultation | PGC |  |
| 459f/21 | Investigate possible solar panel/insulation project with TSSC | PGC |  |

**439. County Councillors’ Report** The report announced a number of county-wide initiatives covering plans for more sustainable transport connectivity and rough sleeping prevention, policy for introducing 20mph speed limits, notification of new parking enforcement arrangements, and a warning on the adequacy of social care funding. It also provided updates on Actions 355c/21 and 367/21.

**440. District Councillor’s Report** The report covered the following issues of potential relevance to Tetsworth residents:

 a. Homes England announced its expectation of submitting a revised scheme for the Chalgrove Airfield development in 2022 and was working on early delivery of associated road infrastructure improvements.

 b. Recent planning appeal inspectors’ rulings that SODC did not currently have a 5 year housing land supply have resulted in a number of speculative development proposals being submitted to SODC. Council officers were assembling evidence intended to demonstrate that it does have a 5 year housing land supply.

 c. The SODC Planning Enforcement team was stretched handling 419 open cases, including 159 yet to be allocated to officers. The Council was reviewing how best to address the backlog.

 d. SODC/VoWH were seeking funding to address homelessness through the Government’s Housing First programme.

**441. Parish Councillors’ Reports**

a. **OCC Cabinet Priorities and Strategic Plan** PGC reported that he had publicised the virtual workshop’s presentation material which promoted multiple priority themes with more strategic impact at county rather than village level.

 b. **Community First Oxfordshire AGM** PGC reported that the dominant theme of the proceedings was promotion of sustainable and environmentally friendly policies.

 c. **Gallagher Insurance Brokers Webinar** PGC reported that the session had provided helpful guidance on properly documented risk assessment for public events.

**442. Parish Clerk Vacancy** Tetsworth was now one of eight local councils without an employed clerk. Advertising of the post had been extended to the end of December 2021. The continuing absence of applicants was **NOTED.**

**Finance**

**443. Monthly Financial Report** The Monthly Reports for September and October 2021 were **APPROVED UNANIMOUSLY**.

**444. TSSC Insurance Premium Reimbursement Schedule** The revised schedule to achieve full reimbursement by May 2022 was **NOTED.**

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

 CPA Horticulture (3 pallets bark) INV 79758 £990.00 inc VAT

 WiseServe INV 9893 £4.80 inc VAT

 Pet Waste Solutions INV ~~9322~~ 9320 £43.20 inc VAT ~~already paid iaw FR3.4~~

 Devey Tree Care (Grass cutting) INV 2474 £282.00 inc VAT

 Country Supplies (PATCH slats) INV 539959 £34.50 inc VAT already paid iaw FR3.4

 Devey Tree Care (Grass cutting) INV 2476 £156.00 inc VAT

 Due to his family interest in the following reimbursement invoice, PGC withdrew from consideration of its payment. It was **APPROVED UNANIMOUSLY**.

 Carolyn Carr (War memorial plants) INV CC0001 £26.46

 **446. To Discuss and Approve Current Budget Allocations**

 a. PGC and KB **AGREED** to reconcile the expected amount of surplus funds available to TPC at the end of FY2021/22.

b. The allocation of the reconciled surplus funds to the Strategic Reserve earmarked fund was **APPROVED UNANIMOUSLY.**

c. The re-allocation in principle of £1,000 currently budgeted for transfer to the Strategic Reserve at the end of FY2021/22 to the Legal Fees earmarked fund was **APPROVED UNANIMOUSLY**. This would enable greater flexibility in engaging future professional support.

 d. The allocation of routine TPC income from such sources as wayleave, allotment and access payments and tree surgery reimbursements to the following earmarked funds was **APPROVED UNANIMOUSLY.** £200 to the Tree Cutting fund and the remaining balance to the Village Environment fund.

**447. To Discuss Arrangements for Preparing Draft TPC Budget for FY2022/23** It was **AGREED** that the Draft Budget proposals should be considered at a dedicated Budget Review meeting to be held at 7.30pm on Monday 29 November 2021.

**448. Requests for Grants/Donations**

a. **Village Green Maintenance** TheTSSC Treasurer’s request for a grant of £1500 towards maintenance of the village green during 2021 was **APPROVED UNANIMOUSLY**.

b. **Red Cross First Aid Training Course** The most appropriate First Aid for Adults course for up to 12 participants would take 4 hours and cost £300+VAT plus Memorial Hall booking charges. It was **AGREED IN PRINCIPLE** that TPC would fund such a course provided that sufficient villagers sign up to attend and commit to paying a refundable deposit. Support would be canvassed through TPC website and Tetsworth Community Facebook publicity.

c. **Clean Slate Charity** A £100 donation for emotional support for Oxfordshire victims of abuse was **APPROVED UNANIMOUSLY.**

d. **Aspire Charity – No Going Back** A £100 donation linked to The Big Give Christmas Challenge for homelessness and similar support in Oxfordshire was **APPROVED UNANIMOUSLY**.

 **Candidate CIL Project Progress Review**

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

 b. **Trim Trail for Tetsworth Primary School** Earmarking of £5000 as the TPC contribution towards this project was **APPROVED UNANIMOUSLY.** The **s**chool was investigating co-funding support from OCC and SODC Councillors’ Priority Funds.

c. **Footpath Kissing Gates on Oxfordshire Way**. Responsibilities for funding purchase and installation to be clarified with OCC Countryside Access staff.

d. **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.

e. **War Memorial and Jitty Benches** Removal of unsafe War memorial bench **AGREED.** Replacement by the Tetsworth Trust donated bench to be **DISCUSSED** with Memorial Hall committee. Review of state of Jitty bench was **AGREED.**

**Planning**

**450. Planning Decisions**

 a. **Application Reference: P20/S3244/FUL Land to the North West of Stoke Talmage Stoke Talmage OX9** **7HB** The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping (as clarified by information received 26 October 2020, 11 November 2020, 22 January 2021, 1 and 9 February 2021, 20 May 2021 and 13 September 2021 and amended by plans received 4 October 2021) **APPROVAL** was **NOTED.**

**451. Planning Applications**

a. **Application Reference: P21/S4408/FUL Mount Hill Farm High Street Tetsworth OX9 7AD** Erection of extension to existing building and use for agricultural purposes (retrospective). **SUPPORTED UNANIMOUSLY.**

b. **Application Reference: P21/S4476/FUL Land at Mount Hill Farm High Street Tetsworth OX9 7AD** Provision of a farm track (part-retrospective). **SUPPORTED UNANIMOUSLY.**

**452. Joint SODC/VoWH Replacment Local Plan** The ambitious timescale for its preparation was **NOTED.**

**Play Areas**

**453. The PATCH/Skatepark**

a. The routine inspection report and replacement of a broken fence slat were **NOTED.** The date of installation of the new bench adjacent to the PATCH area would be needed in preparation for the independent PATCH inspection scheduled for February 2022.

b. The long-term cost effectiveness of maintaining the bark chippings surface for PATCH was questioned. Investigation of its possible replacement by a suitable permanent all-weather surface was **AGREED.**

**Communications**

**454. TPC Website** Removal of current public notices and consultations from the Homepage to a subordinate page created for the purpose was **AGREED.**

**455.** **Redundant TPC Noticeboard** Arrangements to make this facility available to village residents were **AGREED.**

**Village Environment**

**456.** a. **Village Grass Cutting Contractor Selection** A proposal to accept the tender from 360o Landscapes for £2640 + VAT per year for the 2022-25 grass cutting contract was **APPROVED UNANIMOUSLY.**

b. **Dog Waste Bin Attachments** The purchase of metal post fixings for new bins at a cost of 2 x £29.99 + VAT was **APPROVED UNANIMOUSLY.**

**Highways and Byways**

**457. Footpath Signpost Relocation** Arrangements for more appropriate siting of a footpath signpost on the Village Green were **AGREED.**

**Queen’s Platinum Jubilee**

**458. Big Platinum Jubilee Lunch** Local canvassing of support and volunteer organisers for a Tetsworth event on 5 June 2022 was **AGREED.**

**Correspondence**

**459.** a. **Town and County Planning Association Membership** TPC **AGREED** to decline joining.

b. **Code of Conduct for District, Town and Parish Councillors** TPC **AGREED** to give a supportive response to the SODC/VoWH consultation on its draft complaints process.

 c. **Local Prescription Delivery Service** The Chalgrove and Watlington pharmacies’ new service had been publicised locally.

 d. **Climate and Ecological Emergency** TPC was concerned over the legally binding obligations of the Climate and Ecological Emergency Bill and **AGREED** to decline Zero Hour Oxfordshire’s invitation to support a motion in its favour.

 e. **Nitrous Oxide Health Hazard** SODC/VoWH’swarning campaign had been publicised locally.

 f. **SODC Capital Grants Scheme** was encouraging co-funded parish sustainability projects. Investigation with the TSSC committee of possible installation of solar panel on the clubhouse roof and additional installation of insulation in the building was **AGREED.** Should such a project prove to be viable, it was **AGREED** that TPCwould consider co- funding from CIL resources.

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

**461. Date of the Next Meetings.** A **Budget Review Meeting** will be held at **7.30pm on Monday 29 November 2021.**

 The next routine council meeting will be held at **7.30pm on Monday 13December 2021.**

**462.** **Meeting Closed at 9.05pm**

 

 Paul Carr

 Chair and Interim Proper Officer