

Tetsworth Parish Council

Chairman & Interim Proper Officer

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Minutes of the Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 13th December 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:** None**Members of the Public:** 1 (for Agenda Items 1-5 only)

Apologies for Absence: OCC: Cllr Nigel Champken-Woods (NCW), Cllr Kate Gregory (KG)
 SODC: Cllr Caroline Newton (CN)

463. To Receive Declarations of Interest PGC declared an interest in an invoice scheduled for approval of payment to himself.

464. Approval of the Minutes of the Council Meeting held on 8 November 2021 for Signing With the correction of 2 typographical errors in Para 445, **APPROVED UNANIMOUSLY.**

465. Matters Arising from the Minutes not on the Agenda – Parish Clerk Appointment GGC explained his continuing efforts to recruit an employed Parish Clerk. If necessary, advertisement of the position would be refreshed at the end of December 2021 and **DISCUSSED** at the January 2022 meeting.

466. Public Question – Statement by a Representative of OPD Energy on the Dodwell's Solar Farm Proposal The representative presented the rationale for the location and extent of the proposed development. However, in the light of feedback on its Planning Application P21/S3915/FUL, OPD Energy intended to submit a revised proposal reducing its footprint by 50 acres (20Ha). He also advised that the company would make a financial contribution for sustainable projects in parishes affected by the development, if approved. The statement was **NOTED.**

467. 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	Clerk	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	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. Remedial action will be monitored. ONGOING
345/21	Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners	Clerk	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, work should commence. ONGOING.
356b/21	Investigate extent of SOHA responsibility for Marsh End footpath maintenance	Clerk	SOHA email 18 Nov asserted it has no responsibility. Contradicted by later OCC evidence. Resolution ONGOING
357f/21	Liaise with Swan gardens resident over overgrown footpath issue	CT	Situation appears to have eased. Review again in Apr 2022. 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	Clerk	Fearless Ramps site visit now expected 14 Dec. Any repair action believed to be covered by warranty. ONGOING
425/21	Investigate increasing PATCH basket swing ground clearance	TPC	Contractor tasked with purchase of modification kit and installation 9 Nov. ONGOING
428c/21	Seek supporting evidence for Horse/Rider Safety Notices from local horse-riding community	Clerk	Email requesting the required information sent to correspondent 12 Oct. Reply awaited. ONGOING
448b/21	Canvass support for possible First Aid training	SR	More than residents 12 registered interest. Possible course dates to be investigated. ONGOING
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m ² coverage requested. ONGOING
458/21	Canvass support for village arranging Big Platinum Jubilee Lunch	PGC	No response from local publicity. Possibility of joint leadership with Village Fete to be investigated. ONGOING
459f/21	Investigate possible solar panel/insulation project with TSSC	PGC/SM (TSSC)	Initial informal discussions with TSSC held. Leadership of possible project to be clarified. ONGOING
473c/21	Submit approved Precept request for FY2022/23 to SODC	Clerk	
474c/21	Investigate candidates for appointment as Internal Auditor	Clerk	
475f/21	Investigate terms of lease of TSSC clubhouse	Clerk	
478a/21	Submit access route objection relating to telecoms mast upgrade proposal	Clerk	
482a/21	Draft a Graffiti policy for consideration	Clerk	
482b/21	Task Devey Tree Care with removal and replacement of diseased rowan tree	Clerk	
482c/21	Consider Christmas tree purchase with TMH committee by Jul 22	TPC	
484j/21	Consult interested parties on Daphne Joslin memorial tree proposal	Clerk	
484l/21	Suggest organisation of joint Village Fete and Platinum Jubilee event to Fete, TSSC and TMH committees	Clerk	

468. County Councillors' Report No report provided.

469. District Councillor's Report The report covered the following issues of potential relevance to Tetsworth residents:

- SODC Councillor Community Grants were still available.
- SODC had made a High Court challenge to a Planning Inspector's recent decision that the District did not have a 5 Year Housing Land Supply.
- The SODC Planning Enforcement team's implementation of a temporary triage arrangement to concentrate its limited resources only on significant cases.
- Signposting to sources of help for residents needing: domestic abuse relief; COVID business support; Community Hub supermarket vouchers; and assistance from the Household Support Fund.

470. Parish Council Reports

- Society of Local Council Clerks** PGC provided feedback from a branch meeting noting a possible alternative source of dog waste collection services, and discussion of the more widespread introduction of 20mph speed limits in Oxfordshire villages.

b. **Oxfordshire Neighbourhood Plans Alliance** JG summarised the need for and issues arising from the review of made NPs. Failure to keep in step with NPPF and Local Plan policies would render an NP 'out of date'. Only minor amendments or updating of background text would be permitted without a review requiring formal consultations and a local referendum. Any deletions, additions or amendments to policies would trigger these stages of the development process.

c. **Protocol for the Death of a Senior Figure** The draft protocol circulated to councillors was **APPROVED UNANIMOUSLY**.

Finance

471. **Monthly Financial Report** The Monthly Report for November 2021 was **APPROVED UNANIMOUSLY**.

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

Wilson Property Care (Dog bin fixing) (Work auth. iaw FR3.4 in lieu of fixings purchase authorised in minute 456b/21)	INV 388	£45.00
Wiseserve (IT support)	INV 10442	£4.80 inc VAT

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

P G Carr (Photo frame)	INV PGC03	£16.99
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473. **TPC In-Year Allocation Transfers, FY2022/23 Draft Budget and Parish Precept Request Approvals**

a. A proposal to transfer £7,000 of unallocated funds to the Strategic Reserve was **APPROVED UNANIMOUSLY**. The transfer of £302 of residual NP funding previously earmarked for CIL allocation to the Play Area allocation was **APPROVED UNANIMOUSLY**. It was **AGREED** that any further allocation of uncommitted funds would be implemented at the end of FY2021/22.

b. The **Draft FY2022/23 Budget** proposal maintaining the S137 allocation and Parish Clerk salary at the advertised level was **APPROVED UNANIMOUSLY**. The full version of the approved budget is at the end of these minutes.

c. The **Draft FY2022/23 Parish Precept Request** for £28,570 requiring no increase on the FY2021/22 Council Tax was **APPROVED UNANIMOUSLY**.

474. **Further Financial Issues**

a. **Christmas Appeal for Girls' Education** A request for a donation would not benefit anyone in the local community and therefore had to be **REJECTED UNANIMOUSLY**.

b. **Oxfordshire County Council FY 2022/23 Budget Proposal Consultation** It was **AGREED** that TPC would not respond to this consultation.

c. **Requirement for New Internal Auditor** PGC reported that he begun the search for a replacement Internal Auditor using an OALC-provided list of candidate providers. It was **AGREED** that a locally-based auditor would be preferred and liaison with nearby councils would be undertaken to identify further suitable candidate firms of auditors

Candidate CIL Project Progress Review

475. a. **Village Wicket Gates** Still awaiting views of OCC Highways officer. Funding deadline had been extended, but progress was needed by FY-end.

b. **Trim Trail for Tetsworth Primary School** £5,000 had been earmarked as the TPC contribution towards this project with a caveat on a future spending deadline. The school was believed to be investigating co-funding support from OCC and SODC Councillors' Priority Funds.

c. **Footpath Kissing Gates on Oxfordshire Way**. Responsibilities for funding purchase and installation had still 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, but start date still awaited.

e. **War Memorial and Jitty Benches** Discussion of possible relocation of the Tetsworth Trust-donated bench currently at the Memorial Hall to the War Memorial in hand. Removal of unsafe War Memorial bench also in hand. Replacement by the Tetsworth Trust donated bench to be discussed with Memorial Hall committee. State of Jitty

metal bench had been reviewed.

f. **TSSC Clubhouse Sustainability Improvements** TSSC informally in favour of installation of solar panels on roof. Leadership of potential project dependent on terms of lease of clubhouse building to TSSC.

Planning

476. Planning Decisions The following Planning Decisions were **NOTED**.

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

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

477. Planning Applications

a. **Application Reference: P21/S2114/FUL Tetsworth Barn, Judds Lane, Tetsworth OX9 7BN To Consider**

Amendment 2 dated 2nd December 2021 for the demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping. **SUPPORTED UNANIMOUSLY**

b. **Application Reference: P21/S4697/LDP 24 Swan Gardens Tetsworth OX9 7BN To Note** Ground floor single storey rear extension and internal refurbishment to the ground floor. **NOTED**.

c. **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**

d. **Application Reference: P20/S3245/FUL Harlesford Farm near Tetsworth Oxfordshire OX9 7BX** 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, 1 February 2021 and 18 November 2021 and amended by drawings received 21 December 2020 and 9 February 2021). **CONSIDERATION** by the SODC Planning Committee scheduled for 15 December 2021 was **NOTED**.

478. Further Planning Issues

a. **Pre-Application Consultation: Upgrade of TEF80209 Telecom Base Station Antenna at Mount Hill Farm Tetsworth OX9 7BN.**

The proposal would provide additional 4G capacity from the existing base station site. A response proposing site access via the minor road from Moreton rather than via the Judds Lane bridleway from the A40 was **APPROVED UNANIMOUSLY**

b. **SODC/VoWH Planning Enforcement Policy** Revised processes had been implemented to address an unmanageable case backlog. Staff would now conduct an initial triage of complaints, only pursue reported infringements deemed sufficiently serious, and provide more limited feedback. While these changes were considered unwelcome, their review after 6 months was **NOTED**

479. Further Planning Considerations received after Agenda publication

a. **Planning Application Reference: P21/S5014/HH** The consultation window had been extended until 11 January 2022 allowing consideration at the next TPC meeting.

Play Areas

480. The PATCH/Skatepark

a. **Routine Inspection** Further delamination on the Skate-ramp was **NOTED**.

b. **Permanent All-Weather Surface** Requests for quotations for complete replacement of the bark chipping surface were in hand. It was **AGREED** that limiting a replacement project to 'high traffic' areas round individual equipments should also be considered.

Communications

481. TPC Website PGC's recent restructuring of the website was welcomed and **AGREED** to be a significant improvement. He advised that he planned to implement further changes which should make the site an even more useful information resource for the Tetsworth community.

Village Environment

482. a. **Graffiti Policy** Preparation of a policy for dealing with graffiti appearing on council-owned property was **AGREED**.
b. **Rowan Tree Replacement on Village Green** Removal of the diseased tree and its replacement by a tree gifted by Devey Tree Care was **APPROVED UNANIMOUSLY**.
c. **Village Christmas Tree Purchase** It was **AGREED** that it was too late to purchase, erect and decorate a village Christmas tree for 2021. However, it was **AGREED** that such an arrangement for next year should be considered with the TMH committee by July 2022.

Highways and Byways

483. **Tetsworth Footpath No 65 and Lewknor Footpath No 1 (part)**. Publication of the Public Path Diversion and Definitive Map and Statement Modification Order 2021 which realigned the footpath round the Attington Stud equestrian training arena was **NOTED**.

Correspondence

484. a. **SODC Community Governance Review**. It was **AGREED** that TPC would not seek any amendments for the parish.
b. **Thame NDP Housing Needs Survey**. The invitation to respond had been publicised locally.
c. **Laptop donation to Tetsworth Primary School**. TPC had received a receipt and note of thanks from the school
d. **Rural Isolation Survey**. Community First Oxfordshire invitation to respond to SurveyMonkey questionnaire had been publicised locally.
e. **Grantfinder Promotion**. The existence of this online service to identify untapped funding sources was **NOTED**.
f. **South News November 2021**. Contents of the SODC email newsletter were **NOTED**. Items covering: vouchers for winter essentials, free parking days ahead of Christmas, Move Together volunteer support for shielding residents, drink and needle spiking risks, The Queen's Platinum Jubilee Beacons and the South Capital Grant scheme had been publicised locally.
g. **National Threat Level**. Raising it from **Substantial** to **Severe** was **NOTED**.
h. **Civility and Respect Newsletter**. The NALC/SLCC guidance document had been circulated to councillors.
i. **Sept 2022 Admission to Primary and Infant Schools**. The OCC poster had been publicised locally.
j. **Planting of a Memorial Tree**. A request from Mrs S Broad for memorial to Daphne Joslin was **SUPPORTED UNANIMOUSLY**. Implementation would be dependent on consultations over the type of tree to be planted, its location near the western edge of the Village Green and agreement of adjacent householders.
k. **OALC November 2021 Newsletter**. Its extensive content including a helpful checklist of mandatory and desirable council documentation was **NOTED**.
l. **Tetsworth 2022 Village Fete**. The committee handover announcement was **NOTED**. It was **AGREED** that TPC should suggest that a new Fete Committee should collaborate with the TMH and TSSC committees to organise a joint Platinum Jubilee and Village Fete event.
m. **Denstone Matters Community Group**. The campaign for a legal challenge to a planning decision contrary to a made NP was **NOTED**.

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

486. **Date of the Next Meeting**. The next council meeting will be held at **7.30pm on Monday 10 January 2022.**

487. **Meeting Closed at 9.32pm**



Paul Carr
Chair and Interim Proper Officer

TETSWORTH PARISH COUNCIL –APPROVED FY2022/23 BUDGET

<u>Budget Sub-Headings</u>	<u>Allocation</u>	<u>Remarks</u>
Donations S137	£2,000.00	
Village green maintenance	£1,500.00	
Tree maintenance	£1,300.00	
War memorial maintenance	£150.00	
Enhancement of village	£300.00	
PATCH	£2,000.00	
Skatepark	£0.00	Not required, funds are earmarked.
Contractor Maintenance	£400.00	
Grass cutting	£2,700.00	
Dog bins	£400.00	
Sub Total	£10,750.00	
Auditors	£500.00	
Clerk Salary	£10,890.00	
Insurance	£1,100.00	
Subscriptions and fees	£400.00	
Training	£450.00	
Travel	£150.00	
Office	£500.00	
Village hall rental	£400.00	
Website and Quickbooks	£200.00	
Professional legal fees	£500.00	
Election set aside	£100.00	
PWLB repayment	£2,631.00	
Emergency Reserve	£0.00	Not required, funds are earmarked.
Sub Total	£17,821.00	
Total	£28,571.00	