



# Tetsworth Parish Council

Chairman & Interim Proper Officer – Paul Carr

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## Minutes of the Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 14<sup>th</sup> March 2022

### Present:

Chair Cllr Paul Carr (PGC)

Cllr Christopher Thompson (CT)

Cllr Susan Rufus (SR)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Sean Whitehead (SW) – minute 553b onwards

**Minutes Clerk:** None

**In Attendance:** None

**Members of the Public:** One

**Apologies for Absence:** Cllr Seb Mossop (SM), Minutes Clerk: John Gilbert (JG) SODC: Cllr Caroline Newton (CN).  
OCC: Cllr Kate Gregory (KG), Cllr Nigel Champken-Woods (NCW)

**543. Declarations of Interest** Cllr Carr – agenda items 11h (pecuniary interest) and 12b (discussion only, conflict of interest)

**544. Approval of the Minutes of the Council Meetings held on 15 February 2022 for Signing APPROVED UNANIMOUSLY.**

**545. Matters Arising from the Minutes not on the Agenda NONE**

**546. Public Questions NONE**

**547. 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. <b>ONGOING</b>
305c/21	Drainage ditch blockage at site of The Swan. Update from owner to be requested	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. <b>ONGOING</b>
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 to be made. SODC has confirmed that it did not pursue recovery of its own costs. <b>ONGOING</b>
355c/21	Monitor OCC investigation of school extension project progress	Clerk (OCC: KG)	The developer is carrying out ground tests to determine the condition and proposed construction of the road so that the designs can be amended. The officer is reviewing their designs and once the tests are carried out and the results received, minor amendments to their drawings can be made to allow for their approval. TPC noted that such tests have previously led to long delays. KG asked to continue to press for progress. <b>ONGOING.</b>
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. SOHA further review prompted 2 Mar, acknowledged 7 Mar. Reply expected. <b>ONGOING</b>

357f/21	Liaise with Swan gardens resident over overgrown footpath issue	CT	Situation appears to have eased. Review again in Apr 2022. <b>ONGOING</b>
425/21	Investigate increasing PATCH basket swing ground clearance	Clerk	Contractor tasked with purchase of modification kit and installation 9 Nov. Implementation still awaited 15 Feb. <b>ONGOING</b>
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. Reminder sent 11 Jan; resident will forward the information when available. <b>ONGOING</b>
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post-April 2022 to be investigated. <b>ONGOING</b>
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m <sup>2</sup> coverage requested. One quote received in excess of £78k, others to be sought. <b>ONGOING</b>
482a/21	Draft a Graffiti policy for consideration	CT	Draft considered and policy <b>APPROVED. COMPLETE.</b>
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC	For review by Jul 22. <b>ONGOING</b>
506a/21	Prompt OCC on wicket gate project progression	Clerk	Awaiting OCC response from email prompt. Clerk to further prompt OCC Highways. <b>ONGOING</b>
506c/21	Prompt OCC on Oxfordshire Way kissing gates responsibilities	Clerk	Decision on kissing gate acquisition postponed until Harlesford solar farm installed. <b>COMPLETE.</b>
527c/21	Update Emergency Plan GDPR permissions	Clerk	Permissions obtained and plan submitted to OCC. <b>COMPLETE.</b>
538d/21	Publicise TTRO 9941	Clerk	Publicised via noticeboard, website and village Facebook page. <b>COMPLETE.</b>
550a/21	Arrange and conduct an interview with the applicant for the position of clerk	PGC/SM	
553b/21	Inform Platinum Jubilee Committee of grant award and arrange for payment	Clerk	
554d/21	Arrange for transfer of £5,000 grant from CIL to TMH once written confirmation of work start-date received	Clerk	
554e/21	Purchase 2x Blackburn benches and fittings from Broxap Ltd	Clerk	
554f/21	Obtain quotations for solar panels and associated systems for the TSSC clubhouse	KB	
557b/21	Assess the replies permissible to the SODC CIL and DSP surveys and respond if appropriate	Clerk	
557c/21	Acknowledge receipt of Cornerstone telecom mast replacement proposal and submit a 'no comments' reply	Clerk	
558b/21	Carry out the remedial actions to the play area required by (i), (iv), (vii), (ix), (xi), (xii)	TPC	
558b/21	Obtain tenders for the remedial actions to the play area required by (ii), (iii), (v), (vi), (viii), (x), (xi), (xiii), (xiv).	Clerk	

**548. County Councillors' Report** Contained countywide details of:

The first budget of the Oxfordshire Fair Deal Alliance, increasing investment in SEND provision, adult social care, youth and children's services, the climate emergency, buses, traffic enforcement, and road safety.

A one-year rent holiday to be offered to tenants of the Council in community assets to take account of the financial pressures faced during the pandemic, including the Red Kite Family Centre.

Additional government funding for bus companies for a further 6 months.

A bid to electrify the fleet of buses in Oxford in co-operation with the bus companies. If successful, 159 electric buses could be operating in the Oxford area, saving 9,200 tonnes of carbon each year (about 6,000 cars worth).

A small area of central Oxford has begun to test the technology for the Zero Emissions Zone. The full ZEZ will come into force in 2023 (subject to a public consultation).

The Community Fund, administered by the Police and Crime Commissioner has closed for applications but applications do open twice a year. You can sign up to the mailing list at: [opcc.comms@thamesvalley.police.uk](mailto:opcc.comms@thamesvalley.police.uk)  
The Councillor Priority Fund scheme is still open to applications until 31 January 2023.

**549. District Councillor's Report** The report covered the following issues of relevance to Tetsworth residents:  
**Ukraine:** SODC has confirmed its sympathy with the people of Ukraine and its readiness to respond should it be asked to support refugees in this district. It lists on its website official routes for donating money to help the efforts. CN is looking at how we might be able to bring our resources and goodwill together to offer some small-scale solutions in our ward.

**Parking:** From Monday 4 April, new charges will be introduced at SODC car parks across the district, including Thame, Wallingford and Henley. There will be a new charging period from 8am to 6pm Monday to Saturday, and an increase in parking fees. In the meantime, work is due to start shortly on the installation of electric vehicle charging points in the car park at Southern Road in Thame. Several bays will be fenced off temporarily and there will be some short-term disruption to the car park.

## **550. Parish Council Reports**

- a. **Parish Clerk Recruitment** A candidate had applied for the vacant Parish Clerk post. Preparation for interview of the candidate by Cllr Carr (PGC) and Cllr Mossop (SM) on a mutually convenient date was **APPROVED UNANIMOUSLY**. If an offer of employment is subsequently made and accepted, the new incumbent would have an initial period of familiarisation in the full range of Parish Clerk duties.
- b. **Annual Parish Meeting** Ongoing preparations for the meeting on 5 April were **NOTED**.

## **Finance**

**551. Monthly Financial Report** The Financial Report for February 2022 was **APPROVED UNANIMOUSLY**.

**552. Approval of Expenditure** Electronic payment for the following invoices was **APPROVED UNANIMOUSLY**.

a. Wiserserve (IT support)	INV 11998	£6.00 inc VAT
b. Wilson Property Care	INV 407	£55.00
c. OALC (Membership)	INV T00280	£159.59 inc VAT
d. The Shield Group (Dog waste)	INV 5523	£52.00 inc VAT
e. Play Inspection Co (PATCH Insp)	INV 52714	£166.80 inc VAT
f. Devey Tree Care (Tree on Green)	INV 2623	£264.00 inc VAT
g. Tetsworth Memorial Hall (Room rent)	INV 2103	£172.80 inc VAT

Payment of the following invoice was **APPROVED** (PGC abstained due to declaration of interest)

h. PG Carr (A4 paper)	INV PGC04	£5.60
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## **553. Further Financial Issues**

- a. **SODC 2022/23 Budget Proposals** The budget proposal consideration by SODC Full Council on 17 February was **NOTED**.
- b. **Queen's Platinum Jubilee Events** The request from the Platinum Jubilee Committee for a £500 grant and the proposal to donate the full £2,000 projected cost of the Jubilee event was considered. It was **AGREED** (Cllr Carr abstained due to conflict of interest) to donate the full £2,000 subject to being provided with a breakdown of expenditure post-event.
- c. **Allocation of End-of-FY Surplus Funds** The allocation of the budget surplus from 2021-22 to earmarked funds was **AGREED UNANIMOUSLY** as follows: £2,500 to the Legal Fees fund and any remainder to the Play Area fund towards ramp and/or surface replacement and maintenance works.
- d. **O<sub>2</sub> Price Increase To Note The** increase in phone tariff by 11.7% with effect from April 2022 was **NOTED**.

## **Candidate CIL Project Progress Review**

**554. a. Village Wicket Gates** Awaiting views of OCC Highways officer. Funding deadline had been extended, but

progress was required by FY-end.

- b. **Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on 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** Responsibility for funding purchase and installation clarified by OCC Countryside Access staff who advised on 4 Feb it could contribute 25% of total costs. Approval of Harlesford Solar Farm plan could influence requirement so it was **AGREED UNANIMOUSLY** to remove this item from the list. The need for the gates could be reassessed once any improvements to the footpaths are known.
- d. **Memorial Hall Improvements** £5000 earmarked towards heating installation. TMH Committee advised contract start date of 16<sup>th</sup> May 2022. Funds to be transferred once written notice received.
- e. **War Memorial and Jitty Benches** Removal of unsafe War Memorial bench carried out. Purchase of two Blackburn benches plus fitting from Broxap Ltd at up to £550+VAT each was **APPROVED UNANIMOUSLY**.
- f. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Supplier quotations to be obtained and possible co-funding sources to be investigated.

## Planning

555. **Planning Decisions** There were none.

### 556. **Planning Applications**

- a. **Application Reference: P22/S0632/DES Mounthill Farm 19 High Street Tetsworth OX9 7AD** Discharge of conditions 3 (No change in levels), 4 (Materials), 12 (Landscaping), 13 (Biodiversity Enhancement Measures), 14 (Contaminated Land), 18 (Surface Water Drainage) and 19 (Foul Water Drainage) on planning application P21/S2028/FUL Erection of dwelling and conversion of outbuilding. **NOTED**.
- b. **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. **Appeal reference : APP/Q3115/W/21/3285287** registered on 1 March 2022 was **NOTED**.

### 557. **Further Planning Issues**

- a. **Enforcement Notice SE19/249 Mount Hill Farm Tetsworth** The service of an Enforcement Notice effective on 11 April requiring the unauthorised use of an agricultural building for storage and distribution purposes and for any other purpose not incidental to the lawful use of the land for agriculture to cease within 12 months was **NOTED**.
- b. **SODC CIL Charging Schedule and Developer Supplementary Planning Document** Should the surveys allow, responses to the consultations closing on 22 March indicating a desire to secure early implementation of infrastructure associated with developments were **APPROVED UNANIMOUSLY**.
- c. **Telecom mast replacement - Cornerstone 113075** A 'nil-return' response to the consultation on mast replacement at Hill Farm was **APPROVED UNANIMOUSLY**.

## Play Areas

558. a. **PATCH** The routine inspection reports and further occurrence of graffiti were **NOTED**.
- b. **Play Inspection Company** The annual inspection report raised the following items in need of action:
- i. Stile - The anti-slip material is wearing - Repair or replace.
  - ii. Skate ramp - The paint work has been damaged or worn exposing the metal underneath, which is rusting. Treat any rusting components and repaint. – *Planned repairs in train*.
  - iii. Basketball hoop - The backboard graphic has been severely damaged. Replace the item.
  - iv. Basketball hoop - There is offensive graffiti present. Remove as soon as practicable.
  - v. Monkey bars - The paintwork has been damaged or worn exposing the metal underneath which is rusting. Treat any rusting components and repaint
  - vi. Multi-Play (Junior) - The height of the slide runout is in excess of 350mm and fails the requirements of BS EN 1176: Part 3 - Raise the loose fill so that the measurement from the run out of the slide to the surface is less than 350mm.

- vii. Multi-Play (Junior) - There are some redundant staples present on the item. Remove.
- viii. Stilts - The item is loose in its foundations. Reinstall item to secure.
- ix. Multi-Play (Toddler) - The safety surface is low and the membrane is exposed creating trip points.  
Remove or resecure the exposed membrane and top up the surface to the correct Level.
- x. Basket swing - The seat clearance from finished surface level to the underside of the seat is too low when measured in its most onerous position. Install seats to a minimum height of 400mm.
- xi. Basket swing - Fixing Pins have been installed in the impact areas of the grass mats. Remove pins.
- xii. Basket swing - Gaps between the grass mat tiles. Provide additional ties or secure/reinstate surface.
- xiii. Ski Stepper - The paint is flaking off the metalwork. Rub down and repaint.
- xiv. Ski Stepper - There are bolt cap covers missing or damaged on the item. Replace.

It was **UNANIMOUSLY AGREED** that items i, iv, vii, ix, xi, and xii would be undertaken by councillors and the remainder collated into a list for which tenders would be sought for remedy by a contractor.

c. **PATCH All-Weather Surface** The viability of full or partial replacement of bark chippings surface with an all-weather product was considered. Despite the likely cost, it was **AGREED** to continue the search for a cost-effective alternative to play bark.

d. **Skate Ramp Repair** It was **AGREED** to arrange repair and refurbishment with Fearless Ramps once the £1,130 SODC Councillor Priority Grant has been received.

### Communications

- 559. a. **Oxfordshire Parent Carers Forum** The local publicity for survey participation closing on 1 March was **NOTED**.
- b. **Walking in England** It was **AGREED** to publicise the local countryside walking routes available online at [www.walkinginengland.co.uk/oxfordshire](http://www.walkinginengland.co.uk/oxfordshire).
- c. **SSEN Storm Power Outage Advice** It was **NOTED** that the compensation criteria had been publicised.
- d. **Oxfordshire LEP Business Support** It was **AGREED** to publicise the Survive and Thrive programme for SMEs.
- e. **SODC South News, Feb 2022** The local publicity of relevant items was **NOTED**.
- f. **SODC Media Release on Domestic Abuse** Local publicity of hair and beauty staff support was **NOTED**.
- g. **Public Sector Executive Announcement** The announcement of Oxford Zero Emissions Zone was **NOTED**.
- h. **Police & Crime Commissioner Abuse Victim Survey** It was **AGREED** to publicise the initiative.
- i. **Dynamos Cricket Summer Scheme** It was **AGREED** to publicise the junior cricket promotion.

### Village Environment

560. **SODC Tree Planting Drive** The only possible site in Tetsworth was identified as the northwestern edge of the area adjoining the jitty path. Further consideration was needed.

### Highways, Byways and Transport

- 561. a. **Potential Pedestrian Crossing Project** Following the advice received from OCC as a result of the traffic and speed survey data collection, it was **UNANIMOUSLY AGREED** to request a Safety Audit, costing in the region of £650 (excluding VAT), to be followed by a formal public consultation.
- b. **Car Parking at The Mount/High Street Junction** Receipt of a resident's notification of 'Dangerous Parking' and the passing on of the advice from OCC and TVP was **NOTED**.
- c. **Parking Changes in South Oxfordshire** Local publicity of changes being implemented on 4 April was **NOTED**.
- d. **School Speed Warning Sign** Westcotec's successful repair of the sign was **NOTED**.

### Correspondence

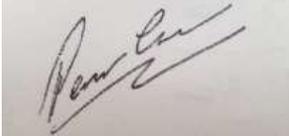
- 570. a. **Joint NALC/SLCC Civility and Respect Newsletter** The contents and applicability to councillors were **NOTED**.
- b. **OALC Correspondence** The contents of Good Employer Guide were **NOTED**.
- c. **Storm Eunice Damage Report** A resident emailed a report of damage caused by cricket covers. It was **NOTED** that the resident had been advised to contact TSSC, whose covers they were.
- d. **E.ON Energy Climate Change Financial Support** Possible funding source for TSSC solar panel project was **NOTED**.
- e. **CPRE Request for Tetsworth spokesperson on local solar farms** CPRE had requested a spokesperson from TPC to

be interviewed by BBC Radio Oxford/Oxford Mail solar farm coverage. It was **AGREED** that TPC would not put forward a spokesperson. CPRE had also requested use of the TPC comments on the Dodwells solar farm application in its publicity. TPC **AGREED** that CPRE could use these comments but noted that CPRE should be made aware that TPC had not objected to either the Cornwell or the Harlesford Farm applications and that the comment on the Dodwells plan was concerned with the cumulative effects of these developments rather than that individual plan.

**571. Items for Next Agenda Not Already Mentioned** none

**572. Date of the Next Meeting.** The next council meeting will be held at **7.30pm on Monday 11 April 2022.**

**573. Meeting Closed at 9.31pm**

A handwritten signature in black ink, appearing to read 'Paul Carr', is written over a horizontal line.

Paul Carr  
Chair and Interim Proper Officer