



Tetsworth Parish Council

Paul Carr

Chairman and Interim Proper Officer

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To all members of Tetsworth Parish Council
 You are summoned to attend the Annual meeting of the Parish Council
In Tetsworth Memorial Hall
at 7.30pm on Monday 9th May 2022
 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, in any of the items under consideration at the meeting.

3. To Elect a Chair for the Municipal Year 2022/2023

4. To Receive the Chair's Declaration of Acceptance of Office

5. To Elect a Vice-Chair for the Municipal Year 2022/2023

6. To Receive the Vice- Chair's Declaration of Acceptance of Office

7. To Appoint Councillors to Outside Bodies, Sub-committees and Other Groups and Roles

a. **To Appoint** Councillors to a 'Routine Media Sub-Committee' to assist with updates to the Parish Council website and to post on the Tetsworth Community Facebook page as appropriate.

b. **To Appoint** a lead councillor for examination of planning applications.

8. To Review and Approve Council Regulations and Policies

a. **To Approve** revised versions of Parish Council Standing Orders and Asset Register.

b. **To Approve** new Employee Sickness and Absence, Expenses, Remote Meeting and Co-Option policies.

c. **To Approve** the continued use of the existing Code of Conduct, Financial Regulations, Emergency Plan, Risk Assessment, Death of a Public Figure protocol and the Publication of Information, Social Media and Graffiti policies.

9. To Approve the Minutes of the Council Meeting held on 11th April 2022 for Signing

10. Matters Arising from the Minutes not on the Agenda

11. Public Questions None

12. 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
305c/21	Drainage ditch blockage at The Swan. Update from owner to be requested	SM	Owner has accepted responsibility. Permission for vehicular access to Village Green obtained. Owner to be prompted about Green ditch-clearing campaign on 23 Apr. 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 to 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	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. 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. SOHA further review prompted 2 Mar, acknowledged 7 Mar. No further reply. Further prompt 3 May. ONGOING
357f/21	Liaise with Swan gardens resident over overgrown footpath issue	CT	Situation appears to have eased and still satisfactory in Apr 2022. COMPLETE
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. ONGOING
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. ONGOING
453b/21	Investigate options for all-weather surface for PATCH	SW	Supplier quotations for 544m2 coverage requested. One quote received in excess of £78k, others to be sought. ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC	For review by Jul 22. ONGOING
506a/21	Prompt OCC on wicket gate project progression	CT/Clerk	OCC Highways requested to do site survey and obtain supplier purchase and installation quotations 23 Mar. Prompted 3 May. ONGOING
554f/21	Obtain quotations for solar panels and associated systems for the TSSC clubhouse	KB	Investigating scope of requirement with TSSC, and obtaining supplier quotations ONGOING
581a/21	Issue Parish Clerk job offer to Mrs Freeth	PGC	Letter issued 12 Apr. COMPLETE
581b/21	Advise TVP neighbourhood team of concern over recent spate of local criminal activity	Clerk	Email sent to the Thame Community Police team 3 May. COMPLETE
584a/21	Liaise with TSSC over generator specification	Clerk	TSSC have obtained 3 quotations. See Item 19e. COMPLETE
584a/21	Seek generator detailed requirements from TMH committee	Clerk	Email request to TMH 12 Apr. Reply awaited. ONGOING
584b/21	Advise TSSC of agreement to pay for skip hire	Clerk	Email confirmation requesting invoice. Sent 12 Apr. COMPLETE
584c/21	Notify Mr & Mrs Rufus of decision to waive future wayleave charges.	Clerk	Notified 12 Apr. COMPLETE
585b/21	Seek update on fundraising progress on Trim-trail project from school	Clerk	Email sent 3 May. Project commencement expected summer 2022. COMPLETE
589b/21	Advise Creative Play of approval of defined repair task quotation	Clerk	Sales order placed 12 Apr. Repairs expected during August 2022 COMPLETE
589d/21	Task Fearless ramps with skate-ramp repair. Request assessment of additional work	Clerk	Order placed and assessment requested 12 Apr. No reply as yet. Prompt sent 3 May. ONGOING
591a/21	Request War Memorial cleaning quotation from A Touch of Grace	Clerk	Email request sent 12 Apr, survey expected by 22 Apr. See Item 26b. COMPLETE
592a/21	Seek further advice from OCC Highways on pedestrian crossing options	Clerk	OCC advised consultation of Area Engineer and upgrading to signal-controlled crossing or alternative traffic calming measures, 22 Apr. See Agenda Item 27a. ONGOING

13. County Councillors' Reports

14. District Councillor's Report

15. Parish Council Reports

- a. **Parish Clerk Recruitment To Welcome Mrs Linda Freeth** to the post of Tetsworth Parish Clerk and RFO.
- b. **Tetsworth Annual Parish Meeting To Approve** Notes of the meeting held on 5 April 2022.

Finance

16. To Receive, Note and Approve

- a. **To Approve** the monthly financial report for April 2022.
- b. **To Note** the End-of-Year Financial report for 2021/22.
- c. **To Note** the full 2021/22 Internal Audit Report.
- d. **To Note** the Annual Internal Audit Report for 2021/22 for AGAR submission.
- e. **To Approve and sign** the Annual Governance Statement for 2021/22 for AGAR submission.
 - i. **To Note** that the 2020/21 Notice of Public Rights had been correctly published, notwithstanding the external auditor's

- previous comments and that supporting evidence for this will be included in this year's AGAR submission.
- f. **To Approve and sign** the Accounting Statements 2021/22 for AGAR submission.
 - f. **To Approve and sign** the Notice of Public Rights 2021/22 for publication.
 - g. **To Note** receipt of initial FY2022/23 precept payment of £14,285 from SODC on 4 April.
 - h. **To Note the** outstanding balance on the PWLB Audit Statement of £23,762.32 as at 6 April 2022.
 - i. **To Note the** PWLB Loan repayment of £1,315.22 to be taken by Direct Debit on 31 May 2022.

17. Monthly payments

a. **To Approve** the following payments, standing orders and direct debits:

Electronic Payments:

i.	Shield Maintenance (Dog bins)	INV 5637	£52.00 inc VAT
ii.	R Mead (Skip hire)	INV 7443	£200.00 inc VAT
iii.	Jane Olds (Internal Audit)	INV JO152	£210.00

Standing Orders:

i.	Wiserve (IT Support)	INV 13029	£6.00 inc VAT per month
ii.	ONPA (Annual Subscription)	INV Email 14/4/22	£50.00 per annum
iii.	Linda Freeth (Clerk salary 5/22 & 6/22)	Employee Contract	£895.19 per month
iv.	Linda Freeth (Clerk salary 7/22 to 3/23)	Employee Contract	£897.48 per month
v.	HMRC (Clerk National Insurance 5/22 & 6/22)	Employee Contract	£12.52 per month
vi.	HMRC (Clerk National Insurance 7/22to 3/23)	Employee Contract	£11.23 per month

Direct Debit:

i.	Nest Pensions (Clerk pension)	Employee Contract	~£29.60 per month as notified
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b. **To Note** the following payments and receipts:

Receipts:

- i. Initial FY2022/23 precept payment of £14,285 from SODC on 4 April 22.
- ii. TSSC Insurance repayment of £101.64 on 28 April 22.

Payments:

- i. O2 Parish phone contract of £19.20 (£16.00+VAT) by Direct Debit on 6 April 22

18. To Consider Further Financial Issues

- a. **Internet Banking: To Approve** the submission of a bank mandate to add the Clerk/RFO, Mrs Linda Freeth, to the account, to be authorised to set up payments.
- b. **Banking: To Approve** the submission of a request for a debit card for the bank account.
- c. **Insurance: To Note** the submission of the annual insurance review. The policy is due for renewal on 1 June 2022 and a reply with a quote for 2022/23 is awaited. £1,100 is budgeted; to **APPROVE** payment of the quote up to £1,500 to meet the renewal date.

Candidate CIL Project Progress Review

- 19. a. **Village Wicket Gates** Awaiting site survey and quote from OCC Highways officer.
- 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. Clarification of progress on the project and fundraising to be sought from the school.
- c. **War Memorial and Jitty Benches** Old War Memorial bench removed. Two new benches ordered from Broxap Ltd with delivery expected 23 May. Installation arrangements to be made.
- d. **TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Scope of requirement to be confirmed with TSSC, supplier quotations to be obtained and possible co-funding sources to be investigated.
- e. **TSSC Generator to satisfy its inclusion in the TPC Emergency Plan.** To **consider** the suitability of the generators and, if one is suitable, to **resolve** to pursue a grant for its purchase from SSEN. If unsuccessful, to add this item for consideration for CIL funding.

Planning

20. To Note Planning Decision

- 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) (As modified by additional information submitted by the agent on 18 January 2022). **GRANTED**
- b. **Application Reference: P22/S0836/HH Hill House 72 High Street Tetsworth OX9 7AB** Proposed single story rear extension, with fenestration/material alterations to the existing house. **GRANTED**

21. To Note or Consider Planning Applications

- a. **Application Reference P22/S0632/DIS: Mount Hill 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. Additional landscape and ecological evidence. **For Information Only.**
- b. **Application Reference P20/S4792/O: Toll Lodge Farm London Road Tetsworth OX9 7AZ** Provision of equestrian fitness and rehabilitation centre, with ancillary buildings, parking and landscaping (as amplified by landscape assessment received 9 April 2021). **To Consider and Approve** submitting evidence to **Appeal Ref: APP/Q3115/W/21/3287145.**

22. To Discuss Further Planning Issues

- a. **Planning Application: P22/S0871/FUL To Note** response to resident correspondence concerning planned vehicle access.

23. To Note any further Planning Considerations received after Agenda publication

Play Areas

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

Communications

25. a. **South News To Note** content of SODC April 2022 online newsletter and **Consider** further local distribution.

Village Environment

26. a. **Tetsworth Outdoor Learning Centre To Consider** clarification of responsibility for management of tree line.
- b. **War Memorial Refresh To Consider** 'A Touch of Grace's' quotation of £1,100 for deep clean and re-lettering.
- c. **Village Green Ditch Clearing To Consider** a further request from TSSC for £200 to fund hire of a skip for additional ditch-clearing refuse.
- d. **Inspection and Maintenance To Note** the requirement to inspect council assets other than the play areas on a regular basis (electronic street signs, bus stop, bins, benches) and arrange for maintenance to be carried out as required.
- e. To Note correspondence from a resident about grass-cutting on Silver Street.

Highways, Byways & Transport

27. a. **High Street Pedestrian Crossing To Consider** OCC advice on suitable crossing design and siting.
- b. **Temporary Road Closure Notice T10272 To Note** temporary B4009 road closure at Aston Rowant from 1900-0500 on 7/8 Jul, and **Publicise** locally in June.
- c. **Temporary Road Closure Notice ZMILMC01 To Note** and **Publicise** locally closure of Silver St, Tetsworth to vehicular traffic and traffic light controlled restrictions on High St, Tetsworth for water main renewal between 0930 and 1530 daily from 25 Jul for a period of 8 weeks.

Correspondence

28. a. **OALC Legal Update To Note** contents of presentation issued on 11 Apr.
- b. **OALC 2022 Training Schedule To Consider** any requests for training.
- c. **OALC April 2022 Newsletter To Note** articles relevant to Tetsworth.
- d. **Oxfordshire NP Alliance To Note** minutes of 9 Apr meeting.
- d. **To Note** Government response to the Committee on Standards in Public Life review of local government ethical standards.

- e. **Virtual Council Meetings To Note** John Howell MP's commentary on future policy considerations.
- f. **Hire of Tetsworth Outdoor Learning Centre (TOLC) To Approve** Red Kite Family Centre's request to use the Forest School. RKFC has its own Public liability insurance and the TOLC administrator has no objections.
- g. **TMH Heat Pump Installation To Note** impact on TMH hirers of heat pump installation and associated works starting on 23 May.

Items for Next Agenda Not Already Mentioned

29. To Note any such items.

Date of the Next Meeting

30. The next meeting will be held on **Monday 13 June 2022 at 1930.**

To Close the Meeting

31. To Note time of closure.

Open Forum

A handwritten signature in black ink, appearing to read 'Paul Carr', is written over a light grey rectangular background.

Paul Carr, Chair and Interim Proper Officer/RFO