

Tetsworth Parish Council

Lin Freeth

Clerk & RFO

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To all members of Tetsworth Parish Council
You are summoned to attend the Parish Council meeting detailed below

In Tetsworth Memorial Hall

at 7.30pm on Monday 13th June 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 the interest they may have in any of the items under consideration at the meeting.

3. To Approve the Minutes of the Council Meeting held on 9th May 2022 for Signing

4. To Approve the Minutes of the Extraordinary Council Meeting held on 16th May 2022 for Signing

5. To Approve and Adopt the revised Code of Conduct as presented.

6. Matters Arising from the Minutes not on the Agenda

7. Public Questions

8. 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
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 further review prompted 2 Mar, acknowledged 7 Mar. Reply still awaited. 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. 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	PGC/Clerk	OCC Highways requested to do site survey and obtain supplier purchase and installation quotations 23 Mar. 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
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
6b/22	Invite external membership to Planning sub-committee	CT/PGC	Volunteer/s to be approached. ONGOING
14d/22	Make 2021/22 AGAR submission	PGC	Submitted 11 May (via email & by post) and acknowledged by Moore UK 13th May. Clerk ensured no duplication of submission. COMPLETED
14g/22	Issue 2021/22 Notice of Public Rights	Clerk	Issued 12 th May COMPLETED
16ab/22	Submit account change of address and Debit Card issue request to Lloyds Bank	Clerk/PGC	Documents submitted. Subsequent mandate required. ONGOING
17e/22	Submit TSSC emergency generator grant bid to SSEN	PGC	TSSC reminder for information and paperwork sent 21 st May as Grant deadline is approaching. ONGOING
19b/22	Submit Appeal APP/Q3115/W/21/3287145 evidence to PINS	PGC	Submitted following meeting 9 th May COMPLETED
26a/22	Advise TOLC of TPC position on tree line maintenance	PGC	Email sent to TOLC 10 th May COMPLETED
26b/22	Advise war memorial cleaning supplier of deferment to FY2023/24 budget consideration	Clerk/PGC	Email sent to A Touch of Grace 10 th May COMPLETED
26d/22	Revise and implement council asset inspection schedule	Clerk/PGC	ONGOING
27a/22	High Street Pedestrian Crossing design & siting solutions	PGC	Email sent to LT at OCC regarding funding to provide an appropriate crossing. ONGOING
27bc/22	Publicise TTROs T10272 and T9921/RM	PGC	Published via website when notices received from OCC ONGOING

9. County Councillors' Reports

a. Cllr David Turner, who has been a District Councillor for Chalgrove since 1995, has been appointed Chair of the SODC.

10. District Councillor's Report

11. Parish Councillor Reports

Finance

12. To Receive, Note and Approve

- To Approve the monthly financial report for May 2022.
- To acknowledge receipt of £1130 from SODC (Grant)
- Property Owners Insurance (TSSC) - Statement of Fact – Check, Sign and return.

13. To Approve expenditure and sign cheques, make electronic payments, and raise standing orders and direct debits.

a. Electronic Payments:

i.	Shield Maintenance (Dog bins)	INV 5690	£52.00 inc VAT
ii.	Community Heartbeat (Defibrillator)	INV 12536	£151.20 inc VAT
iii.	Wilson Property Care (Patch Gate)	INV 430	£135.00
iv.	J Bennett (TSSC Insurance)	INV 515472750	£179.82
v.	Gallagher / Hiscox (TPC Insurance)	Pro-Forma 500122029	£1295.51
vi.	360 Landscapes Ltd	SI-10671	£594.00
vii.	360 Landscapes Ltd	SI-10675	£396.00
viii.	L Freeth (Clerk salary 5/22)	Employee Contract	£733.36
ix.	HMRC PAYE (Clerk 5/22)	Employee Contract	£19.86 TBC

b. Standing Orders:

i.	Wiseserve (IT Support)	INV 13493	£6.00 inc VAT per month
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c. Direct Debit:

i.	Nest Pensions (Clerk pension)	Employee Contract	£29.60 per month
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14. To Consider / Discuss / Approve Further Financial Issues

- Internet Banking: To Note** the submission of revised bank mandate to add the Clerk/RFO, Mrs Linda Freeth, to the account.
- Banking: To Sign** the application for a Business Debit Card.
- Insurance: To Note** the annual insurance policy renewal on 1 June 2022 and quote for 2022/23 of £1295.51 incl IPT.
- TSSC Insurance: To Note** annual insurance £1078.50 renewal premium as agreed in May 16th Extraordinary meeting increased to £1258.32 following rebuild cost assessment **

Candidate CIL Project Progress Review:

15. a. **Village Wicket Gates** supplier quotations via OCC for purchase and installation awaited.
- 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 6 June. 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 Inclusion in the TPC Emergency Plan** Submission of grant request to SEN for purchase and installation of a suitable generator **AGREED**. If unsuccessful, to add this item for consideration for CIL funding.

Planning

16. **To Note Planning Decisions** None at time of Agenda.

To Note or Consider Planning Applications

- a. **Application Reference P22/S2070/T56: Hill Farm near Tetsworth OX9 7BD** Proposed pole and antenna replacement.
- b. **Application Reference P22/S1947/DIS: Harlesford Farm near Tetsworth Oxfordshire OX9 7BX** Discharge of condition 11 (Full archaeological field evaluation) on planning application P20/S3245/FUL. (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping) **For Information.**
- c. **Application Reference P22/S1928/FUL: Greenwood Cottage 30 Silver Street Tetsworth OX9 7AR** Erection of single storey, framed dwelling. (Consultee deadline 12 noon 19 June 2022)
- d. **Application Reference P22/S0871/FUL: 30 Marsh End Tetsworth OX9 7AU** Domestic dwelling (As amended by plans received 26 May 2022 to remove cladding, to remove windows from west elevation at first floor, to include no.2 new windows along north elevation at first floor level and no.1 window at first floor along south elevation). (Consultee deadline extended upon request 12 noon 14 June 2022)
- e. **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.**
- f. **Application Reference P21/S2114/FUL: Tetsworth Barn, Judds Lane** Notice of amendment (no. 4) for development work. **For Information.**

To Discuss Further Planning Issues

- a. **To agree Planning Committee / Working Party members, responsibilities and powers**
- b. **Joint Local Plan Consultation** – South Oxon & Vale of the White Horse
- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling-Up and Regeneration Bill 2022-23 Published** – received first reading in the House of Commons 11 May 2022 and anticipated changes will take place from 2024 when the Bill has received Royal Assent.
- d. **Toll Lodge Farm, Tetsworth** – to discuss planning / enforcement matters relating to this site.

To Note any further Planning Considerations received after Agenda publication

Play Areas

20. **PATCH To Receive** routine inspection report.
- a. **To note** broken stay on the basket swing so now removed. Creative Play will replace as part of guarantee however the rope & chain set is currently out of stock with no date as to scheduled availability. A replacement **chain only** set can be fitted during the scheduled visit if acceptable.
- b. **To note** broken fencing posts reported by neighbour. Now repaired.
- c. **To consider and agree purchase** of Play Bark for the play area.

Communications

21. a. **OALC 2022 Training Schedule - To Consider** any requests for training:
- Oxfordshire Code of Conduct Training for Parish Councillors – Thursday 15 September 19.00 & Wednesday 28 September 19.00

- b. **OALC May 2022 Newsletter - To Note** articles relevant to Tetsworth.
- c. **SODC South News, May 2022 - To Note** New funding round for grants of up to £5,000.
- d. **SODC** - First Electric Vehicle Charging Points Go Live in Park and Charge scheme in South Oxfordshire
- e. **Open Spaces Society (OSS) May update - To Note** information relevant to Tetsworth.
- f. **Landnet: HM Land Registry's customer newsletter – May 2022 - To Note** any relevant articles.
- g. **CPRE Oxfordshire - call for county-wide renewable energy strategy – To Note** relevance to Tetsworth / solar map.
- h. **The Fix My Street Super User Scheme** – promote on website.

Village Environment

- 22. a. **Tetsworth Outdoor Learning Centre - To Note** continuation of use of the Forest School by the Red Kite Community Centre.
- b. **TOLC – To consider** bookings, donations and buildings/structures on site.
- c. **Back Street Grass Cutting** – Thanks extended to TPC for now including this in the cutting schedule.
- d. **The Ditch, Marsh End** – Grass cutting / clearing requirements to be discussed. Highlighted by neighbour.
- e. **Police Community Support** – Have Your Say quarterly events.
- f. **Dog Bins** – to receive May 2020 Report.
- g. **Allotment Gardens** – to agree annual renewal of Garden Plots.

Highways, Byways & Transport

- 23. a. **Temporary Road Closure Notice T9921/MR** Planned closure of Silver Street, Tetsworth now **CANCELLED** as per applicant's request.

Correspondence

- 24. a. **OALC - To receive the May 2022 Draft Protocol London Bridge.**
- b. **Hire of Tetsworth Outdoor Learning Centre (TOLC) - To Note** Red Kite Family Centre's request to continue to use the Forest School and referral to TOLC administrator.

- 25. **Items for Next Agenda Not Already Mentioned**
To Note any such items.

- 26. **AOB**

Date of the Next Meeting

- 27. The next meeting will be held on **Monday 11 July 2022 at 1930**

To Close the Meeting

- 28. **To Note** time of closure.

Open Forum

LA Freeth

Lin Freeth Clerk/RFO