



Tetsworth Parish Council

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Minutes of the Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 13th June 2022

Present:

Chair Cllr Paul Carr (PGC)
Cllr Christopher Thompson (CT)
Cllr Sean Whitehead (SW)

Parish Clerk/RFO: Linda Freeth (LF)

In Attendance: None

Members of the Public: Two

- 38. **Apologies for Absence:** Cllr Seb Mossop (SM); Cllr Sanjiv (Kim) Bhagat (KB); Cllr Susan Rufus (SR)
- 39. **Declarations of Interest** Members were asked to declare any personal interest and the nature of that interest in any of the items under consideration at the meeting. **NONE.**
- 40. **To Approve the Minutes of the Council Meeting held on 9th May 2022 for Signing APPROVED UNANIMOUSLY.**
- 41. **To Approve the Minutes of the Extraordinary Council Meeting held on 16th May 2022 for Signing APPROVED UNANIMOUSLY.**
- 42. **To Approve and Adopt the revised Code of Conduct as presented. APPROVED UNANIMOUSLY.**
- 43. **Matters Arising from the Minutes not on the Agenda. NONE.**
- 44. **Public Questions NONE.**
- 45. **Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
378b/21	Note need for Tetsworth NDP review in May 2026	TPC	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 posed construction of the road so that the designs can be amended. The officer 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. 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 202 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	John Gilbert appointed to Planning Working Party. COMPLETED
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
51d/22	TSSC Insurance – notify of revised monthly payment premium of £104.86	Clerk	
55b/22	Parish Councillors to respond to the Local Plan Consultation survey online. Deadline June 23 rd . Also on Facebook and website.	All PGC / Clerk	https://survey.southandvale.gov.uk/s/JointLocalPlanIssues/?m=62629536thhi5
57c/22	Order play bark from CPA Horticulture.	Clerk	
58a/22	Details of Councillor training to be sent to CT.	Clerk	
58h/22	Details of the Fix My Street Super User Scheme to be promoted on TPC website.	PGC	
59a/22	Insurance for TOLC / Administrator	Clerk	
59d/22	Grass cutting at The Ditch, Marsh End.	Clerk	
59e/22	TVP Have Your Say drop in sessions – venue and promote.	Clerk	
61a/22	To identify any differences in May 2022 Draft Protocol London Bridge.	Clerk	
62a/22	Village Green Committee Meeting. To be arranged.	Clerk	

46. County Councillors' Report

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

47. District Councillor's Report **NONE RECEIVED.**

48. Parish Council Reports

- Defibrillator Community Heartbeat. **NOTED.**
- Play Area & Other Assets – **RECEIVED & NOTED.**

Finance

49. To Receive, Note and Approve

- Monthly Financial Report The report for May 2022 was **APPROVED UNANIMOUSLY.**
- Receipt of £1130 from SODC (Grant) for the Skate ramp refurbishment. **GRATEFULLY RECEIVED.**
- Property Owners Insurance (TSSC) Statement of Fact – **CHECKED** and **APPROVED UNANIMOUSLY** and **SIGNED.**

50. Approval of Expenditure by signing of cheques, making electronic payments, and raising standing orders and direct debits.

a. **Electronic Payments** were **AGREED** unanimously as below:

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 (PAID 10/05/2022)
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	£733.76
ix.	HMRC PAYE (Clerk 5/22)	Employee Contract	£206.53

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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51. To Consider / Discuss / Approve Further Financial Issues

- Internet Banking** The submission of revised Bank Mandate to add the Clerk/RFO, Mrs Linda Freeth, to the account **AS PREVIOUSLY AGREED UNANIMOUSLY** was **NOTED and SIGNED**.
- Bank Account Debit Card** The application **AS PREVIOUSLY AGREED UNANIMOUSLY** was completed and **SIGNED** for submission.
- Insurance Renewal** The annual insurance policy renewal on 1 June 2022 for 2022/23 was **NOTED AS HAVING BEEN PAID** on 10th May 2022.
- TSSC Insurance:** The increase in premium from £1078.50 to £1258.32, following rebuild cost assessment, was **NOTED and UNANIMOUSLY AGREED**. TSSC to be notified of revised monthly repayment premiums.

52. Candidate CIL Project Progress Review

- Village Wicket Gates** Supplier quotations via OCC for purchase and installation awaited.
- Trim Trail for Tetsworth Primary School** £5000 earmarked as TPC contribution towards project with caveat on future spending deadline. Implementation planned for Summer 2022 with expected request for funding transfer.
- War Memorial and Jitty Benches** Two new benches ordered from Broxap Ltd with delivery were expected 6 June. Follow up and arrangements for installation to be made.
- TSSC Clubhouse Sustainability Improvements** Formal TSSC support for a TPC-led solar panel project secured. Scope of requirement to be refined with TSSC. Supplier proposals and quotations requested. Co-funding sources to be investigated.
- TSSC Generator to Satisfy Inclusion in the TPC Emergency Plan** Submission of grant request to SSEN for purchase and installation of a suitable generator **AGREED**. If unsuccessful, to add this item for consideration for CIL funding.

Planning

53. Planning Decisions Noted NONE

54. Planning Applications Considered

- Application Reference P22/S2070/T56: Hill Farm near Tetsworth OX9 7BD** Proposed pole and antenna replacement. **NOTED**.
- 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**.
- Application Reference P22/S1928/FUL: Greenwood Cottage 30 Silver Street Tetsworth OX9 7AR** Erection of single storey, framed dwelling. **Comments UNANIMOUSLY AGREED and to be submitted by the Clerk : The dwelling itself seems appropriate for the setting and in line with the Neighbourhood Plan provided that parking and vehicular access/turning is addressed. The off-street parking identified on the plan seems inappropriate and it should be noted that there is no available parking within the village.**
- 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).
Comments UNANIMOUSLY AGREED and to be submitted by the Clerk : *Tetsworth Parish Council note that the absence of further Highways specialist response to the revised parking arrangements would appear to have overcome previous objections.*

- 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 Only.**

55. Further Planning Issues

- a. **Planning Working Party** Following invitation extended at May 9th meeting John Gilbert formally accepted the appointment to the Planning Working Group which will be chaired by CT. **AGREED UNANIMOUSLY.**
- b. **Joint Local Plan** – No response to consultation at this time by TPC. A detailed response will be made at a later date with no formal submission at this time - **AGREED UNANIMOUSLY.**
Information will be shared for individuals to respond via website. Councillors also to complete the survey.
- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling Up & Regeneration Bill 2022-23** - **NOTED.**
- d. **Toll Lodge Farm, Tetsworth** – Officer visit to site is scheduled within 2 weeks upon request. **NOTED.**

56. Planning Issues Received after Publication of Agenda – Discharge of Conditions at Harlesford. **NOTED.**

Play Areas

- 57. **PATCH Routine Inspection** No significant new issues reported. Further bark will be spread when arranged.
 - a. The reported broken stay has been removed. Creative Play will replace the part under guarantee during scheduled visit in August. Rope & chain part (as currently fitted) is awaiting stock and so it will be replaced with chain only version. **AGREED UNANIMOUSLY.**
 - b. **Broken fence posts** have been repaired along with 2 others also subsequently damaged. **NOTED.**
 - c. **Play Bark** – Quotations for supply provided by the Clerk. Order will be placed with CPA Horticulture for 3 pallets x 117 x 70L bags Maritime Pine 25-45 as previously supplied at a cost of £1080 Inc VAT. **AGREED UNANIMOUSLY.**

Communications

- 58. a. **OALC 2022 Training Schedule** – current opportunities for training and attendance of the OALC AGM were discussed. **No training requests were registered.** Details of upcoming Councillor training to be sent to CT.
- b. **OALC May 2022 Newsletter** – **NOTED.**
- c. **SODC South News** – **NOTED.**
- d. **SODC Electric vehicles** – **NOTED.** No available site within Tetsworth to site EV points.
- e. **Open Spaces Society May update** – call for Countrywide renewable energy strategy. Relevance to Tetsworth. **NOTED.**
- f. **Landnet** – Not used by TPC.
- g. **CPRE Oxfordshire** – **NOTED.**
- h. **The Fix My Street Super User Scheme** - **UNANIMOUSLY AGREED** to promote on Facebook.

Village Environment

- 59. a. & b. **Tetsworth Outdoor Learning Centre** The sessions with the Red Kite Community Centre will continue throughout the Summer and are going well. Ways in which to simplify bookings, payments / donations to be considered. Any developments on site to be sympathetic to the environment and without the introduction of metal for such things as shed/composting toilet/shelter. Further information to be sought regarding liability insurance TPC / TOLC as existing tenants. **AGREED and NOTED.**
- c. **Back Street Grass Cutting** Thanks received for including this in cutting schedule. **NOTED.**

- d. **The Ditch, Marsh End** This is completed in accordance with the Contract and in line with funding available. It is NOTED that there has been an increase in the amount undertaken from last year. Concerns highlighted by resident will be addressed. **AGREED UNANIMOUSLY.**
- e. **Police Community Support** Have Your Say quarterly drop in events are proposed for Tetsworth to increase public involvement and police presence but TPC do not have a venue. Contact will be made between the TVP PCSO and the Memorial Hall Committee. Other local sessions will be publicised via website. **AGREED UNANIMOUSLY.**
- f. **Dog Bins** Most used is by the Church. Consider fortnightly visits to reduce costs. **NOTED.**
- g. **Allotment Gardens** renewal Agreement for the year 2022-23 prepared for tenant. **NOTED.**

Highways, Byways and Transport

- 60. a. **Temporary Road Closure Notice T9921/MR** At applicants request the planned closure of Silver Street, Tetsworth was cancelled and notification of this change was included and publicised locally. **NOTED.**

Correspondence

- 61. a. **OALC May 2022 Draft Protocol London Bridge** Receipt **NOTED.**
Differences between the existing document and new draft to be identified and updated as required.
 - b. **Hire of Tetsworth Outdoor Learning Centre (TOLC)** Red Kite Family Centre's request to continue to use the Forest School and referral to TOLC administrator was **NOTED.**
62. **Items for next agenda not already mentioned.**
- a. **Village Green Committee Meeting** – Invite those involved to a meeting to be arranged.
63. **AOB – NONE.**
64. **Date of the Next Meeting.** The next council meeting will be held at **7.30pm on Monday 11 July 2022.**
65. **Meeting Closed at 9.45 pm**



Lin Freeth
Clerk / RFO



Paul Carr
Chair