

Tetsworth Parish Council

Lin Freeth

Clerk & RFO

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Minutes of the Meeting of Tetsworth Parish Council Held in Tetsworth Memorial Hall at 7pm on Monday 11th July 2022

Present:

Chair: Cllr Paul Carr (PGC)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Seb Mossop (SM)

Cllr Christopher Thompson (CT)

Parish Clerk/RFO: Linda Freeth (LF)

In Attendance: OCC: Cllr Nigel Champken-Woods (NCW);

OCC: Cllr Kate Gregory (KG),

Members of the Public: One

66. Apologies for Absence: Cllr Susan Rufus (SR); Cllr Sean Whitehead (SW)

67. 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.**

68. To Approve the Minutes of the Council Meeting held on 13th June 2022 for Signing APPROVED UNANIMOUSLY.

69. Matters Arising from the Minutes not on the Agenda. NONE.

70. Public Questions NONE.

71. 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 proposed 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. OCC yet to take ownership of the land. TPC requests checking of the updated drawings sent by the developer Croudace, and/or sight of them, and a timeline of design, application, process etc. 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. To be followed up again. 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. Agreed to proceed with The Red Cross to deliver the training. 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. Meet contractor for discussion/quote 20/07/22 at 1pm ONGOING
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by Jul 22	TPC/Clerk	Discussions to be had with TMH Possible to use 137 Village budget. 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. No responses received to requests for quotation. Other suppliers will be sought. 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. To follow up again 07/22. ONGOING
16ab/22	Submit account change of address and Debit Card issue request to Lloyds Bank	Clerk/PGC	Documents submitted. 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. Deadline now passed so will be considered separately. OBSOLETE
26d/22	Revise and implement council asset inspection schedule	Clerk/PGC	COMPLETED
27a/22	High Street Pedestrian Crossing design & siting solutions	PGC	Email sent to LT at OCC regarding funding to provide an appropriate crossing. To be followed up. 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	COMPLETED
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 COMPLETED
57c/22	Order play bark from CPA Horticulture.	Clerk	Order scheduled for delivery 11 th July. COMPLETED Delivery now expected 13 th July.
58a/22	Details of Councillor training to be sent to CT.	Clerk	COMPLETED
58h/22	Details of the Fix My Street Super User Scheme to be promoted on TPC website/Fb.	PGC	COMPLETED
59a/22	Insurance for TOLC / Administrator	Clerk	Awaiting confirmation. ONGOING
59d/22	Grass cutting at The Ditch, Marsh End.	Clerk	Not owned by TPC. Investigate ownership, discuss at next Village Green meeting. Contact Highways and correspond with resident. ONGOING
59e/22	TVP Have Your Say drop-in sessions – venue and promote.	Clerk	COMPLETED
61a/22	To identify any differences in May 2022 Draft Protocol London Bridge.	Clerk	COMPLETED
62a/22	Village Green Committee Meeting. To be arranged.	Clerk	ONGOING
72/22	Forward IT information provided by OCC to Tetsworth Primary School	Clerk	
75c/22	To purchase OneDrive memory for TPC Laptop	Clerk	
78e/22	Generator back up for at TSSC	SM/KB	Communicate with TSSC for a preferred proposal and obtain quotes. Consider possible OCC funding / CIL
83a/22	Replacement signage play area	SM	To install
83b/22	Skate Ramp repaint	All	Volunteer/s to paint out the graffiti after Fearless Ramps have completed planned works.
85c/22	Tree works on The Green	Clerk	Paperwork/photos required.
85d/22	Dog waste bin collections.	Clerk	Reduce to fortnightly.
85f/22	Jitty path weed control, Back Street	Clerk	

- 72. County Councillors' Report** – OCC wins more money for Oxfordshire for active travel schemes, and a reminder that applications to the Councillor Priority Fund are still open (refreshes in January) used over 2 years for local villages. Details of Barney and Echo Caught in the web Internet safety and cyber bullying for key stage 1 & 2. PSHE educational resources to be shared with Tetsworth Primary School. **NOTED.**
- 73. District Councillor's Report – JUNE** - Details include of the Joint Local Plan consultation, move of SODC from their temporary HQ in Milton Park to Abbey House, and ultimately to Didcot in due course, and the Government boiler upgrade scheme. **REPORT NOTED.**
- 74. Parish Council Reports**
- a. **Play Area & Defibrillator** – **RECEIVED & NOTED.**

75. Finance - To Receive, Note and Approve

- a. **Monthly Financial Report** The report for June 2022 was **APPROVED UNANIMOUSLY**.
- b. **AGAR** – Following a query raised by the External Auditor (Moore UK) in relation to a difference in Variance for the Years 20-/21 to 21/22 The information was provided to account for this and accepted by them. **NOTED**
- c. **OneDrive** – Purchase of additional memory for the laptop at 1.99/month (100GB) was **UNANIMOUSLY AGREED**.

76. 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 5747	£ 52.00 Inc VAT
	<i>Shield Maintenance (Graffiti)</i>	<i>INV 5779</i>	<i>£ 180.00 Inc VAT</i>
	<i>Paid in accordance with TPC Graffiti removal Policy v1.0 March 2022</i>		
ii.	CPA Horticulture (Play Bark)	INV 112542	£ 1080.00 Inc VAT
iii.	The Sign Shed	INV 58304	£ 59.73 Inc VAT
iv.	360 Landscapes Ltd	SI-10681	£ 396.00 Inc VAT
v.	L Freeth (Clerk salary 6/22)	Employee Contract	£ 1089.36
vi.	HMRC PAYE (Clerk 6/22)	Employee Contract	-£ 150.43

b. **Standing Orders:**

i.	Wiseserve (IT Support)	INV 13931	£ 6.00 inc VAT per month
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c. **Direct Debit:**

i.	Nest Pensions (Clerk pension)	Employee Contract	£ 29.60 per month
ii.	O2 (phone service)	05928908	£ 21.44 per month

77. To Consider / Discuss / Approve Further Financial Issues

- a. **Internet Banking** Still awaiting implementation of the previously submitted Bank Mandate to add the Clerk/RFO, Mrs Linda Freeth, as signatory on the account. **NOTED**.
- b. **Receipt of Payment for Allotment rental of £20.00 for the Year 2022-23 - NOTED**

78. Candidate CIL Project Progress Review

- 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. Implementation planned for Summer 2022 with expected request for funding transfer. Apologies given for this running behind schedule.
- c. **War Memorial and Jitty Benches** Two new benches ordered from Broxap Ltd with delivery were expected 6 June. Delays with supply and machinery breakdown. Follow up and arrangements for installation to be made.
- d. **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.
- e. **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

79. Planning Decisions Noted: NONE

80. Planning Applications Considered:

- a. **Application Ref: P22/S2159/AG: The Ewe Barn, Oxhouse Farm, near Tetsworth** – erection of agricultural sheep shed. **Comments UNANIMOUSLY AGREED and to be submitted by the Clerk : At the meeting of Tetsworth Parish Council on July 11th Councillors agreed that they are in support of this application.**
- b. **Application Ref: P22/S2148/DIS: Land to the North West of Stoke Talmage** – Discharge of condition 7 (Tree Protection) on application P20/S3244/FUL. (The construction and operation of a solar photovoltaic farm and associated infrastructure, including inverters, substation compound, security cameras, fencing, access tracks and landscaping). **Noted - For Information only.**

- c. **Application Ref: P22/S1643/O: 9 Chiltern View Tetsworth** - Provide two detached dwellings on orchard plot to rear of main dwelling. **Comments UNANIMOUSLY AGREED and to be submitted by the Clerk :** *Tetsworth Parish Council is concerned that development may not satisfy the Neighbourhood Plan Policy TET1 and/or the South Oxfordshire Local Plan Policy H16 in that it might not meet the definition of infill development, and so result in the extension of the perceived footprint of the village. The development could be adversely impacted by noise from the M40 motorway.*
- d. **Application Ref: P21/S4476/FUL: amendment (no. 1): Land at Mount Hill Farm High Street Tetsworth** - Provision of a farm track (part-retrospective) (As modified by additional information submitted by the agent on 18 January and 29 June 2022). **Noted - For Information only.**

81. To Discuss Further Planning Issues:

a. **Planning Applications awaiting decision:**

P22/S2070/T56: Hill Farm near Tetsworth OX9 7BD Proposed pole and antenna replacement.

P22/S1947/DIS: Harlesford Farm near Tetsworth OX9 7BX Discharge of conditions. **For Information Only.**

P22/S1928/FUL: Greenwood Cottage 30 Silver Street Tetsworth OX9 7AR Erection of single storey, framed dwelling.

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)

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.**

P21/S2114/FUL: Tetsworth Barn, Judds Lane Notice of amendment (no. 4) for development work. **For Information Only.**

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) Refused / Appeal 5 April 2022 Ref: APP/Q3115/W/21/3287145

P20/S4389/FUL: Horseshoe House, Stoke Talmage Road, Towersey 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. Refused. Appeal 1 March 2022 – PINS Ref: APP/Q3115/W/21/3285287

- b. **Joint Local Plan Consultation** - Garsington Parish Council have expressed their concerns relating to the 2041 Joint Local Plan Issues Consultation. A copy of their correspondence received for reference.
- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling Up and Regeneration Bill 2022-23**
No further updates received.
- d. **Toll Lodge Farm, Tetsworth** - Enforcement officer has visited the site (June 22) but gates closed / no access. From what could be observed there were no changes and time has exceeded the 4 months allowed. One month's further grace issued on 6 July after which SODC may need to consider court action.

82. To Note any further Planning Considerations received after Agenda publication - Further planning applications / amendments were received for consideration.

Extraordinary Meeting scheduled for Monday 18th July at 7pm for the following:

- a. **Application Ref: P21/S3915/FUL Amendment No. 1 dated 8th July 2022 – Dodwells Solar Farm Land North of the A40 near Milton Common** Installation and operation of a Solar Farm together with all associated works, equipment and necessary infrastructure (as amended).
- b. **Application Reference: P22/S2220/FUL: Dodwells Solar Farm Land north of the A40 near Cuddesdon** - Underground cable route to connect Dodwells solar farm to Cowley substation. (Consultee deadline 21st July)
- c. **Application Reference: P22/S2439/HH: 8 Marsh End, Tetsworth** – Proposed 2 storey rear extension.
(Consultee deadline 30th July)

Play Areas

- 83. **PATCH Routine Inspection** No significant new issues reported. Incidence of graffiti issues reported (which have now been resolved), delamination of ramp (pending scheduled repair works by Fearless Ramps) and play equipment to be addressed by scheduled visit by Creative Play.

- a. **Replacement signage for Adult Equipment and Emergency Contact Details** have been purchased to replace those damaged by graffiti. Purchased under delegated powers. **NOTED.**
- b. **Vandalism** Following incidences of graffiti damage to the play area Shield completed emergency clean up works on 5 July in accordance with the TPC Graffiti Removal Policy V.1 March 2022. **NOTED.**
- c. **Skate Ramp** The graffiti that remains from previous incidence needs to be removed and will require a stain blocker followed by exterior gloss paint. Suggestions to encourage positive behaviours include inviting local users of the skate park to give their views on the situation and perhaps support Graffiti Art of their choice, or to invite local artists to produce art for the site. Thames Valley Police are aware of this damage and have suggested seeking funding for such deterrents as lighting, anti-graffiti paint, CCTV etc. **NOTED.**

Communications

- 84. a. **OALC 2022 Training Schedule - To Consider any requests for training: None Received.**
Parks, Play Areas & Equipment, Sports & Fitness Areas – Training – 13th July, Great Bourton 9.30am-3pm
New Councillors – Roles & Responsibilities Wednesday 28th September 10-12noon & 1-2.30pm
Councillor Fundamentals – Tuesday 8th November 10-12 noon
- b. **Oxfordshire Code of Conduct – Training Session for Clerks/Councillors – Thursday 18th August 7pm;**
Thursday 15th September 7pm & Wednesday 28th September 7pm
NOTED but no requests received.
- c. **First Aid Training** - Certificated First Aid Course / Awareness of Basic Life Support. Options from both The Red Cross and Oxford First Aid Training were considered for participant numbers and the cost of the provision. It was **UNANIMOUSLY AGREED** to proceed with The Red Cross. Availability to be determined and those who have previously expressed an interest contacted.
- d. **Police & Crime Bulletin June '22 – NOTED.**
- e. **OALC June 2022 Newsletter - To Note** articles relevant to Tetsworth. **NOTED**
- f. **SODC South News, June 2022 - To Note** information included on website. **NOTED.**
- g. **SODC Community Governance Review – info on website. NOTED.**
- h. **Open Spaces Society (OSS) - To Note** latest information can be found at: www.oss.org.uk/category/latest-news/ **NOTED.**
- i. **CPRE Oxfordshire – To Note** latest News can be found at: www.cpre.org.uk **NOTED.**

Village Environment

- 85. a. **Tetsworth Outdoor Learning Centre** Further information regarding liability insurance for TOLC as existing tenants is still awaiting a response. **NOTED.**
- b. **Crown Lift to Lime Tree by Memorial Hall –** due to queries over ownership of the Lime Tree works were carried out on The Green. TPC are still awaiting receipt of before/after photos and report of works completed as required. This will be followed up. **NOTED.**
- c. **Police Community Support** As TPC do not have a venue, details of the proposed Have Your Say quarterly drop in sessions were passed on so that contact between the local TVP PCSO and the Memorial Hall Committee could be made. **NOTED.**
- d. **Dog Bins** June report received. Councillors discussed reducing the dog bin waste collections from weekly to fortnightly as reports show that the bins are not full when collected. **AGREED UNANIMOUSLY.** The frequency will be reviewed again at the next meeting.
- e. **Wayleaves** renewal Agreements (Silver Street & High Street) for the coming year to be prepared for issue in September (due not later than 1st October). **NOTED.**
- f. **Jitty Paths** weed control was carried out 4 July and worked well with favourable weather conditions. A resident has since reported that area/s were missed in Back Street. Contractor has been contacted to discuss and rectify this. **NOTED.**
- g. **The Ditch, Marsh End** The reported issues of blockage of the ditch by foliage/overgrowth were considered but this is not under the ownership of TPC. Highways will be contacted on behalf of the resident to ascertain what can be done to progress this. The condition of the wall by the grit bin will need to be referred to the landowner as this is not the responsibility of TPC. **NOTED.**

Highways, Byways and Transport

- 86. a. **No matters to report.**

Correspondence

87. a. Draft Protocol London Bridge

Updated Protocol was **Approved and Adopted** as presented.

88. Items for next agenda not already mentioned.

a. **Salt bags / salt bins for Winter preparations** – Information received but no supplies are required for 2022/23.

89. Date of the Next Meeting. The next council meeting will be held at **7.30pm on Monday 12 September 2022.**

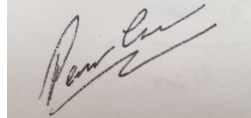
There will be no Regular Meeting in August.

90. To Close the Meeting

Meeting Closed at 9.32 pm

LA Freeth

Lin Freeth
Clerk / RFO

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Paul Carr'.

Paul Carr
Chair