



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 7.30pm on Monday 10th October 2022

Present:

Chair: Cllr Paul Carr (PGC)

Vice Chair: Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Christopher Thompson (CT)

Parish Clerk/RFO: Linda Freeth (LF)

In Attendance:

Members of the Public: Two

131. Apologies for Absence: Cllr Susan Rufus (SR); Cllr Sean Whitehead (SW);
OCC Cllr Nigel Champken-Woods (NCW); OCC Cllr Kate Gregory (KG);
SODC Cllr Caroline Newton.

132. 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.**

133. To Approve the Minutes of the Extraordinary Council Meeting held on 11th August 2022 for Signing
APPROVED UNANIMOUSLY.

134. To Approve the Minutes of the Council Meeting held on 26th September 2022 for Signing
APPROVED UNANIMOUSLY.

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

136. Public Questions **NONE.**

137. 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)	Judds Lane drawings of the proposals (unapproved) received today and work expected by the Spring of 2023. S106 & S106 (amended) to be reviewed in respect of mains water, sewerage and electric to edge of site / land adjoining car park. Cllr Nigel Champken-Woods to follow these matters up on behalf of TPC. Situation has been ongoing since 2016. ONGOING.
356b/21	Investigate extent of SOHA responsibility for Marsh End footpath maintenance	Clerk	Confirmed as scheduled for tender and completion before March 31 2023 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. Meeting scheduled w/e 9 Sept. Meeting to be had and emails followed up. Awaiting information re: Christmas Tree. Consider possibility of grant funding. 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. Further email prompt sent 05 Sept. Still awaiting a response. ONGOING

592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing options – design / siting solutions.	PGC / Clerk	OCC advised consultation of Area Engineer and upgrading to signal-controlled crossing or alternative traffic calming measures, 22 Apr. To follow up again. This matter to be pursued. Discuss with local Parishes who have successfully installed a crossing in their villages. ONGOING
16ab/22	Submit account change of address and Debit Card issue request to Lloyds Bank	Clerk/PGC	Documents submitted. Subsequent mandate submitted. Awaiting completion and implementation. Debit card application lost so needs to be repeated. ONGOING
62a/22	Village Green Committee Meeting. TBA.	Clerk	Date of 14 th November proposed. Attendees to be contacted. ONGOING
75c/22	To purchase OneDrive memory for TPC Laptop	Clerk	Will be completed when TPC Debit Card for payment is received. ONGOING
78e/22	TSSC Generator	SM/KB Clerk	Communicate with TSSC for a preferred proposal and obtain quotes. Consider possible OCC funding / CIL Quotes to be obtained. Obtain further detailed quotes and consider further Grant Funding options. ONGOING
83b/22	Skate Ramp repaint	All	Volunteer/s to paint out the graffiti after Fearless Ramps have completed planned works. Attended site 12/09/22 – due to return w/c 10/10/22 to complete painting. 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. ON HOLD
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post April 2023 to be investigated. No local face to face training available. Re-visit when practicable. ON HOLD

138. County Councillors' Report – OCC have approved measures to support residents this winter as a result of the cost-of-living crisis (welfare, finance and warm places). Highways planning is having an overhaul, and thanks were extended to JG for the documents provided in relation to Judds Lane. **REPORT NOTED.**

139. District Councillor's Report – NONE SINCE LAST MEETING.

140. Parish Council Reports - Play Area & Defibrillator – RECEIVED. It is **NOTED** that the Defibrillator pads expire 31 October and will be replaced.

141. Code of Conduct – To Receive revised Register of Interest (ROI) Forms following adoption of the revised Code of Conduct within the 13th June 2022 Meeting – Minute Ref 42. **NOW RECEIVED from those Councillors not present at the September meeting.**

142. Finance - To Receive, Note and Approve

a. **Monthly Financial Report** The report for September 2022 was **APPROVED UNANIMOUSLY.**

b. **Wayleaves** – Invoices sent and payments received for the year 2022/23 **NOTED.**

c. **ICO Payment** – The expected payment amount of £40 was discounted to £35 for paying by Direct Debit. **NOTED.**

d. **Royal British Legion** - Grant donation to the Royal British Legion as requested by the Tetsworth Poppy Appeal Organiser, Cllr Paul Carr and agreed in the September meeting (Minute ref: 117.e.) included for payment. **NOTED.**

e. **Bank Mandate documents** replacement documents were prepared and **SIGNED**, as required, for submission to Lloyds Bank. **NOTED.**

143. Approval of Expenditure by signing of cheques (CT/SM), making electronic payments, and raising standing orders and direct debits.

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

i.	Shield Maintenance (Dog bins)	INV 5953	£ 25.99 Inc VAT
ii.	360 Landscapes Ltd (July)	SI-10706	£ 396.00 Inc VAT
iii.	Royal British Legion Poppy Appeal	EHC36	£ 100.00
iv.	L Freeth (Clerk salary September 22)	Employee Contract	£ 878.66
v.	HMRC PAYE (Clerk September 22)	Employee Contract	£ 70.14

b. **Standing Orders:**

i.	Wiseserve (IT Support)	INV 15401	£ 6.00 inc VAT per month
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c. **Direct Debit:**

i.	O2 (phone service)	05928908	£ 21.44 per month
ii.	Nest Pensions (Clerk pension)	Employee Contract	£ 25.90 per month

144. To Consider / Discuss / Approve Further Financial Issues

a. **Everyone Active Grant Scheme** to support local initiatives that improve the health & wellbeing of residents in the District. Applicants need to show that their projects will help communities become more active or sustain activity. The proposal for the 'Tetsworth Village Green Activity for All' application was **UNANIMOUSLY AGREED.**

b. **SODC Capital Grant Scheme** - funding for projects that help improve people's quality of life. The possibility for the provision of Christmas Decorations within Tetsworth will be considered for this at the November meeting. **UNANIMOUSLY AGREED.**

- c. **Grant Funding options for TPC/TSSC Generator** – Further quotations to be obtained for discussion at the November meeting. **UNANIMOUSLY AGREED and NOTED.**
- d. **SLCC Membership** – Consideration was given to this and it was **UNANIMOUSLY AGREED** to rejoin the Society (at a cost of £12 initial fee + £171 for full 12 months membership) for the benefits that it can offer the Parish Clerk.

145. **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. The school was believed to be investigating co-funding support from OCC and SODC Councillors' Priority Funds. Clarification of progress on the project awaited from school. Ongoing.
- c. **War Memorial and Jitty Benches** Installation of the new bench half way along The Jitty is pending. Concrete base needs to be enlarged to suit. Awaiting quotation for this. Ongoing. **NOTED.**
- d. **TSSC Generator to Satisfy Inclusion in the TPC Emergency Plan** Discussions with OCC regarding the grant options for the purchase and installation of a suitable generator **AGREED.** Revised/updated quotations are still pending to include supply, installation and full commissioning. CIL only to be considered if cost exceeds the Grant amount available. **NOTED.**

Planning

146. **Planning Decisions Noted - received after Agenda published:** **NONE.**

147. **Planning Applications Noted or Considered:** **NONE.**

148. **To Discuss Further Planning Issues:**

- a. **Planning Applications determined / awaiting decision:**

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).

Ref: P21/S3915/FUL & P22/S2220/FUL: Solar Farm developments

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 18/01 and 29/06 2022).

*** Ref: 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 **APPEAL DISMISSED.**

- b. **Planning Meeting – Solar Farm developments** – To note PSE Levelling Up Event 17th November and consider attendance. **NOTED.**
- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling-Up & Regeneration Bill 2022-23** – No further updates received.
- d. **Toll Lodge Farm, Tetsworth** – No further updates received.
- e. **Caravan** – Sited on land at Oxfordshire Way/Stoke Talmage Road. Information supplied to SODC and now with Enforcement Team. **NOTED.**

149. **To Note any further Planning Considerations received after Agenda publication** – Planning application received with consultee deadline of October 25th. Extraordinary Meeting will be held 24th October to consider this application. **NOTED.**

Play Areas

150. **PATCH**

- a. **Routine Inspection** No significant new issues reported. **NOTED.**
- b. **Replacement of overhead ladder bars** These are considered to be acceptable and will be monitored as part of the routine inspections pending Annual Inspection early 2023. **NOTED.**
- c. **Skate Ramp** Return to site by Fearless Ramps to complete the wood stain and painting is scheduled this week. Actual day to be confirmed. **NOTED.**
- d. **Play Area gate** – Damage to the gate was reported 3rd August. Repairs to the gate have been carried out. **NOTED.**
- e. **CCTV** – Due to recurring damage / anti-social behaviour in the area of The Patch the installation of CCTV was discussed in principle. Proposals, quotation/s and survey options are awaited. To be discussed within the November meeting. **UNANIMOUSLY AGREED.**

Communications

151. a. **OALC 2022 Training Schedule - To Consider any requests for training:**
Internal Controls Training – Thursday 20th October 10-11.30am – Cllr Paul Carr to attend.
The Members fee of £55 +VAT for attending this session was **UNANIMOUSLY AGREED**.
- b. **SODC Parish Transport Representatives** - PTR Meeting. **NOTED**.
- c. **OALC September 2022 Newsletter - To Note** articles relevant to Tetworth. National News can be found at: <https://www.oalc.org.uk/national-news> **NOTED**.
- d. **OALC – Operation London Bridge feedback** – information supplied from OALC was timely, concise and worked well. **NOTED**.
- e. **Police & Crime Bulletin September '22** – **NOTED**.
- f. **SODC South News, September 2022** - **NOTED**.
- g. **Open Spaces Society (OSS)** - Latest information can be found at: www.oss.org.uk/category/latest-news/ **NOTED**.
- h. **CPRE Oxfordshire** – Latest News can be found at: www.cpre.org.uk **NOTED**.
- i. **Consideration of assistance** – for local residents in need this winter. Discussions had elsewhere and noted. To be further discussed in November meeting. **NOTED**.
- j. **National Highways and Transport (NHT) Representative online survey** – Cllr Paul Carr (Chairman) to complete / submit on behalf of TPC. **NOTED**.

Village Environment

152. a. **Dog Bins** – Update received that the bins are generally almost full (but not overflowing) and fortnightly collections are working well. To be continually reviewed with the likelihood of increased collections in the warmer months. **NOTED**.

Senior National Figures

153. a. **Adoption of the Death of a Senior National Figure Protocol** – the updated Protocol was **APPROVED**, **ADOPTED** and **SIGNED** as presented.

Highways, Byways and Transport

154. a. No matters to report.

Correspondence

155. **Items for next agenda not already mentioned.** **NONE**.

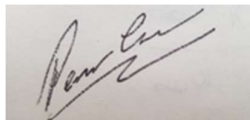
156. **Date of the Next Meeting.** The next regular council meeting will be held at **7.30pm on Monday 14 November 2022**.
An Extraordinary Meeting is scheduled for Monday 24 October 2022 at 7.30pm

157. To Close the Meeting

Meeting Closed at 8.53 pm

LA Freeth

Lin Freeth
Clerk / RFO



Paul Carr
Chair