

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 19th December 2022

Present:

Chair: Cllr Paul Carr (PGC)

Vice Chair: Cllr Seb Mossop (SM)

Cllr Sanjiv (Kim) Bhagat (KB)

Cllr Susan Rufus (SR)

Cllr Christopher Thompson (CT)

Parish Clerk/RFO: Linda Freeth (LF)

In Attendance:

Members of the Public: Four

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

199. 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. **PGC declared an interest in an invoice scheduled for approval of payment to his wife for War Memorial flowers expenses.**

200. To Approve the Minutes of the Council Meeting held on 14th November 2022 for Signing APPROVED UNANIMOUSLY.

201. Clerk Appraisal – Cllr Seb Mossop to agree date with Clerk.

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

203. Public Questions

204. 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 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. OCC Cllrs KG and NCW continue to pursue these matters on behalf of TPC. 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 not forthcoming. SW attended FutureScape exhibition at ExCel London for potential contacts. Further quotes/info to be obtained for discussion at Jan meeting. 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. Several further email prompts sent. Still awaiting a response. To be followed up after Christmas. ONGOING
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing options – design / siting solutions.	PGC / Clerk	No reply to several emails to OCC Area Engineer. PGC discussed 20mph limit with Safer Pace for Oxfordshire team and the possibility of funding a crossing through the OCC Vision Zero initiative. ONGOING
191e/22	Consider OCC Vision Zero initiative.		
78e/22	TSSC Generator	SM/KB Clerk	Obtain further detailed quotes and consider further Grant Funding options. Site visit held and quotations received for consideration. Grant applications made OCC/SODC. ONGOING

176/22	Warm Spaces provision	Clerk	Blankets purchased and received for distribution as required. COMPLETED
184a/22	Everyone Active Grant acceptance	Clerk	Paperwork returned to SODC Grants. Grant awarded. Funds received. Equipment to be delivered / installed. ONGOING
184d/22	Clerks regular 6-month appraisal	SM	Date to be agreed. ONGOING
185e/22	CIL expenditure	KB / TPC	Proposals to be submitted with alternative quotes to Generator for other expenditure (play area, Patch, solar). None yet received. ONGOING
188b/22	Solar Farm developments Planning Meeting	PC / Clerk	Time constraints prevented the meeting planned to be held with locally interested parties from taking place ahead of the presentation by TPC to SODC at their Full Council Meeting held on December 8th. All parties were contacted with a copy of the presentation. COMPLETED.
192b/22	Elm Tree / Willow Tree	Clerk	Determine ownership / responsibility of the diseased trees between the Ditch & Victoria Gardens. Not concluded – TPC does not accept liability or ownership of the tree/s but strictly on H&S grounds will remove the two trees that have died. See 221.b.&c. 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 22; 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
482c/21	Consider Christmas tree and outdoor decorations purchase with TMH committee by June 23	PC/Clerk/PC	Christmas tree to be positioned on the Village Green near to the benches, so central to the village, with subsoil power supply, concrete base and fencing surround has been agreed for 2023. Quotes to be obtained. ONGOING
75c/22	To purchase OneDrive memory for TPC Laptop	Clerk	Purchase of OneDrive memory UNANIMOUSLY APPROVED but not needed at present. Clerk will place order when needed. ON HOLD

205. County Councillors' Report – Plans to reduce congestion in and around Oxford with filters to prohibit motor vehicles without a pass from going through them are ongoing. Adult social care continues to be a priority and uses over half of the County's expenditure. The Education Commission is tasked with improving educational outcomes for all children and young people, and OCC has been instructed to rationalise its property portfolio to realise savings and deliver climate goals.
REPORT NOTED.

206. District Councillor's Report – Support to pursue media publicity around the proposed Solar Farm developments. Figures provided in relation to the funds held in respect of the S106 Tetsworth School Expansion Funding. Further information relating to adoption of the land will follow. **NOTED.**

207. Parish Council Reports – Cllr Paul Carr and Representative John Gilbert attended the Meeting of SODC on December 8th to make a presentation on behalf of the Parish Council outlining objections to the planned Solar Farm developments. Councillors also attended a presentation made by Aiden Lynch for a Bund as a potential noise defence to motorway noise held on December 5th. **NOTED.**

208. Warm Spaces for Tetsworth

a. TSSC – A water leak resulting from burst pipes following the recent sub-zero weather has now been resolved. The insurance company surveyor has attended site and a loss adjuster is due. Paperwork will be completed for the claim. The Warm Spaces provision will cover up to £500 for staffing costs outside of the usual hours, and tea/coffee, whilst the Old Red Lion is closed from 27th December until it reopens on 9th January 2023. Attendees do not need to be a TSSC Member. The provision from the S137 Budget was **APPROVED UNANIMOUSLY.**

b. Old Red Lion – No invoices to cover costs relating to the Warm Spaces provision have been received to date.

209. Finance - To Receive, Note and Approve

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

b. Implementation of 2022-23 National Salary Award backdated to April 1 2022. **NOTED.**

c. Annual CIL Declaration – Reviewed and **APPROVED UNANIMOUSLY.**

210. 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 and duly signed:

i.	Shield Maintenance (Dog bins)	INV 6105	£ 25.99 Inc VAT
ii.	C Carr (War Memorial Garden Plants)	CC002	£ 11.99
iii.	Absolute Home Textiles	105054 (P D/CARD)	S137 £ 252.12 Inc VAT
iv.	L Freeth (Clerk salary November 22)	Employee Contract	£ 1163.30
v.	HMRC PAYE (Clerk November 22)	Employee Contract	£ 175.16

b. Standing Orders:

i.	Wiseserve (IT Support)	INV 16504	£ 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	£ 55.63 TOTAL

211. To Consider Draft TPC 2023/24 Draft Budget Proposal

- a. **Expected FY2023/23 end of year Financial status** Considered and **UNANIMOUSLY AGREED.**
- b. **FY2023/24 Budget Allocations** – The budget allocations for preparation of TPC 2022/23 Budget were discussed at a Budget meeting held on 29th November. All Councillors were present and the figures published with the Agenda for this meeting were **UNANIMOUSLY AGREED.**
- c. **Draft FY2023/24 Parish Precept Request proposal** – A precept request of £29,226 an increase of 3.95% on the FY2022/23 figure was **UNANIMOUSLY APPROVED.** The Chairman and Clerk / RFO signed the documents as required.

212. a. TSSC Generator Project Grants (OCC/SODC)

- i. Hampshire Generators: request made for a site survey (previously quoted at £395.00 Exc VAT but refunded if/once all works are completed, Ref: QU-234294) and confirmation/amendment as appropriate of their previous quote for a Warrior 11kW twin diesel and auto transfer switch at £ 3,626.50 +VAT plus a quotation for installation and commissioning at TSSC. **Nothing further has been received.**
- ii. Climate Building Services: to supply a 22kva Generator and quote for installation and commissioning at TSSC. **Quote received, on hold pending TPC decision.**
- b. **TSSC Parks Table Tennis Project Funding SODC** – support has been requested for this. Further information is required. The landowner has agreed to siting of the table and the required concrete base. TPC will add to asset register and insurance policy and will carry out routine maintenance checks alongside play area etc. Clerk to complete application paperwork and submit to SODC. **NOTED.**
- c. **SODC Capital Grant Scheme** – funding for projects that help improve peoples' quality of life is still in place. **NOTED.**

213. To Consider and Approve Requests for Grants or Donations

- a. **The Howe Trust (Wheatley)** – Support for this local Charity who organise and deliver Christmas Food Hampers to support the families that most need them in the local area, including Tetsworth. The cost of one Hamper is approx. £42 A donation of £50 was **UNANIMOUSLY AGREED.**
- b. **Oxfordshire South & Vale Citizens Advice** – A donation of £100 was **UNANIMOUSLY AGREED.**

214. 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. To be chased after Christmas. Ongoing.
- c. **TSSC Clubhouse / TMH Sustainability Improvements** TPC led solar panel project. Possible co-funding sources to be investigated. CIL money could be used. Further discussion required with TMH.
- d. **War Memorial and Jitty Benches** War Memorial bench completed. Installation of the new bench half way along The Jitty is pending as concrete base needs to be enlarged to suit. Awaiting quotation for this. Ongoing. **NOTED.**
- e. **TSSC Generator to Satisfy Inclusion in the TPC Emergency Plan** Site visit and revised/updated quotations requested to include supply, installation and full commissioning of appropriate generator. CIL only to be considered if cost exceeds the Grant amount available. Applications have been made to the SODC/OCC Councillor Grants Schemes and eligibility confirmation has been received from SODC. Awaiting a funding decision. Any shortfall covered by TPC. Proposals to be submitted with alternative quotes for other expenditure (play area, Patch, solar). **NOTED.**

Planning

215. Planning Decisions Noted - received after Agenda published:

- a. **Ref: P22/S3653/HH: 29 Marsh End, Tetsworth** Removal of existing ground floor rear single storey projection. Single storey extension to the rear and part side elevation. Amendments to existing windows. **GRANTED.**

216. Planning Applications Noted or Considered:

- a. **Application Ref: P22/S4177/HH: 38 High Street, Tetsworth** Single storey rear extension and loft conversion with dormer. An extension to the consultee deadline of December 14th was requested and granted to 20th December. **Comments UNANIMOUSLY AGREED and to be submitted by the Clerk: At the meeting of Tetsworth Parish Council on December 19th Councillors agreed that they are in support of this application.**
- b. **Application Ref: P22/S4315/DIS: Greenwood Cottage, 30 Silver Street Tetsworth** Discharge of condition 3 (schedule of materials) on application reference number P22/S3276/FUL (Erection of single-storey oak framed dwelling). **NOTED – for information only.**
- c. **Application Ref: P22/S2955/DIS** Discharge of condition 14(Construction Traffic Management Plan) on application P20/S3245/FUL. (As amended by information received 18 November 2022). (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.**

217. To Discuss Further Planning Issues:

a. Planning Applications determined / awaiting decision:

* **Ref: P22/S3653/HH: 29 Marsh End, Tetsworth** Removal of existing ground floor rear single storey projection. Single storey extension to the rear and part side elevation. Amendments to existing windows. **GRANTED**

* **Ref: P22/S3276/FUL: Greenwood Cottage, 30 Silver Street Tetsworth** Erection of single storey oak-framed dwelling. **GRANTED**

* **Ref: P22/S3731/T28: Harlesford Farm, Stoke Talmage Road, Tetsworth** for development work / removal of 1no existing 14m monopole to be replaced with 1no new 20m monopole accommodating new antennas, installation of 2no new cabinets and other ancillary works thereto. **GRANTED**

* **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). **GRANTED**

Ref: P22/S3825/O: Toll Lodge Farm, London Road, Tetsworth Provision of equestrian fitness and rehabilitation centre, with ancillary buildings, parking and landscaping. SODC deems consideration by the full Planning Committee to not be appropriate.

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

- b. **Planning Meeting – Solar Farm developments** – TPC made a presentation to SODC at their Full Council Meeting on December 5th. TPC extended their apologies to neighbouring Parishes and those who have expressed an interest as the notice given for the meeting was such that a local meeting was not possible. The presentation as made was circulated to all interested parties.
- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling-Up & Regeneration Bill 2022-23** – No update received. **NOTED.**
- d. **Toll Lodge Farm, Tetsworth** – Enforcement: No further official updates received. Awaiting news from Planning Enforcement.
- e. **Caravan** – Sited on land at Oxfordshire Way/Stoke Talmage Road. Information supplied to SODC and now with Enforcement Team. Further vehicles have been identified on site and enforcement contacted. **NOTED.**
- f. **Bund** – Tetsworth Parish Council Councillors attended a meeting held by Aiden Lynch of AL3D on December 5th outlining the proposed need for a noise reducing bund. Questions were raised and further information obtained including the large amount of earth required (100,000m³) from development sites, it being self-funded and that only the properties nearest to it may benefit. Previous applications have been refused on the basis of ‘importing foreign material’ and ‘view from the motorway’. The Council is unlikely to support any application for construction of a bund. **NOTED**
- g. **SODC Call for Land & Buildings available for change** – Several sites have been identified in Tetsworth. This is not an indication that such sites will necessarily be developed. A map of the Call for Land Available, recently published by South Oxfordshire and Vale of White Horse District Councils, can be found at: <https://storymaps.arcgis.com/stories/83c42d77f9104794a8cb49a815ff2352> **NOTED.**
- h. **Harrington** – a new settlement proposal for South Oxfordshire. Correspondence has been received from Summix expressing their desire to respond to questions and concerns raised by the community on a number of issues such as transport, environment and its relationship with nearby villages. Harrington is just one of many proposals being promoted for possible inclusion in the Joint Local Plan. Tetsworth Parish Council did not take part in the consultation on the proposal for the development that was organised by JTP on behalf of Summix. Any objections by TPC will be made when the proposal is formally put forward. **NOTED.**

218. To Note any further Planning Considerations received after Agenda publication – NONE.

Play Areas

219. **PATCH**

- a. **Routine Inspection** Recent damage to the gate has been fixed today. The screws will be replaced with bolts on the bracket to try and prevent this problem recurring. **NOTED. Play Area & Defibrillator – RECEIVED.**
- b. **CCTV** – This matter will be revisited in the future if required. **AGREED and NOTED.**

Communications

220. a. **OALC 2022 Training Schedule - To Consider any requests for training:**

- Councillor Training** – Dates / information for 2023 to be circulated to all Councillors. **NOTED.**
- Monthly Chair Meetings** via Zoom – January 11th at 2.30pm; February 7th at 6.30pm. **NOTED.**
- b. **OCC – Vision Zero** – to reach the target of ‘Zero’ for fatalities and life changing injury from RTCs by 2050. Summit held 24th November. **NOTED.**
- c. **OCC** - New strategy and plan approved to help provide genuinely affordable homes in South Oxfordshire. **NOTED.**

- d. **Waste Facility Tours** - Severn Trent Green Power food waste facility, Wallingford / Viridor energy recovery facility (black bin), Ardley – Clerk and Cllr S Rufus to attend in 2023. **NOTED.**
- e. **SODC** – Offer of Waste & Recycling Talks. **NOTED.**
- f. **SODC Improving Engagement with Town & Parish Councils** – Briefings & Bookable Surgeries. **NOTED.**
- g. **SODC Parish Transport Representatives** – Next PTRs meeting **NOTED.**
- h. **OALC November 2022 Newsletter - To Note** articles relevant to Tetworth. National News can be found at: <https://www.oalc.org.uk/national-news>
- i. **Police & Crime Update November '22** – **NOTED.**
- j. **SODC South News** - Latest News can be found at: <https://www.southoxon.gov.uk/news/> **NOTED.**
- k. **Open Spaces Society (OSS)** - Latest information can be found at: www.oss.org.uk/category/latest-news/ **NOTED.**
- l. **Rural Services Network** – November Rural Bulletin. **NOTED.**
- m. **CPRE Oxfordshire** – Latest News can be found at: www.cpre.org.uk **NOTED.**
- n. **Consideration of assistance** for local residents in need this winter. Warm Spaces provision in place.

Village Environment

- 221.** a. **Dog Bins** – Report received with one bin being full at each collection but not overflowing. No problems or issued raised. Fortnightly collections working well. **NOTED.**
- b. & c. **Elm Tree / Willow Tree** – The Elm tree and the Willow tree that are located between the Ditch and properties on Victoria Gardens have died and need to be removed. Documents held by TPC and those available online have been considered, and a conversation with the developer, Rectory Homes, has been had. However definitive responsibility cannot be determined and is not concluded. TPC does not accept liability or ownership of the tree/s but strictly on H&S grounds will remove the two dead trees. The Clerk will instruct Devey Tree Care to undertake the necessary works at the earliest opportunity. **UNANIMOUSLY AGREED & NOTED.**
- d. **A Safer Pace for Oxfordshire** – A campaign by OCC. **NOTED.**
- e. **Access Roadway / track from A40 to Marsh End, TSSC, Spencers Farm & Sewage Disposal Works** – Included on correspondence with OCC footpath department and ownership plan of The Green. A response is awaited. TPC records held on file will be looked into for further information on ownership / responsibility – Thames Water and the track. **NOTED.**
- f. **VAS** – Required repair has been completed. **NOTED.**
- g. **Deep Cleanse Services (OCC)** – Taking place 24-26th January. Response for particular requirements due by 3rd January to request weed/foilage removal from the A40 public footpaths/walkways extending from the edge of the village to the Parish boundary in both directions (Postcombe / Milton Common); and Swan Gardens from the gully where pavement drops and kerb steps up from the road surface. **NOTED.**

Highways, Byways and Transport

- 222.** a. **M40 Chilterns Environmental Group** – Dissolution of group **NOTED.**
- b. **OCC Proposal to introduce traffic restrictions in and around Oxford City.** **NOTED.**

Correspondence

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


224. Date of the Next Meeting. The next regular council meeting will be held at 7.30pm on Monday 9 January 2023.

To Close the Meeting

Meeting Closed at 9.15 pm

LA Freeth

Lin Freeth
Clerk / RFO



Paul Carr
Chair