

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 13th February 2023

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: SODC Cllr Caroline Newton (CN).

Members of the Public: One

253. Apologies for Absence: Cllr Sean Whitehead (SW); OCC: Cllr Nigel Champken-Woods (NCW); OCC Cllr Kate Gregory (KG)

254. 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.**

255. To Approve the Minutes of the Council Meeting held on 19th January 2023 for Signing **APPROVED UNANIMOUSLY** by those present at the January meeting.

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

257. To Receive Report from Clerks Appraisal on January 16th. Cllr Seb Mossop provided a verbal overview reflecting a positive meeting, with the written report to be provided at the next meeting.

258. To confirm Meeting Dates for 2023: The proposed dates for the Annual Parish Meeting of the Annual Parish Meeting were considered and **UNANIMOUSLY AGREED** as Tuesday 25th April and Monday 15th May respectively.

259. Emergency Planning Review and Approval of Council Regulations and Policy:

a. **Emergency Plan for Tetsworth** to remain unchanged for 2023. **APPROVED UNANIMOUSLY.**

b. **OCC Annual Community Emergency Planning Unit Survey 2023** to be completed and returned – details unchanged from 2022. **APPROVED UNANIMOUSLY.**

c. **Emergency Plan GDPR permissions** Personal data is held until such time that it is no longer required or a request is received for its removal. Form will be sent to any person to be added or for whom changes apply.

260. Public Questions None.

261. 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. Earlier review to considered to coincide with new Local Plan 2025. 2 year lead time for steering committee needed. NP to be in step with LP. The need for volunteers will be discussed at the Annual Parish Meeting (25 th April). 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)	Work expected to start Spring 2023. KG in discussion with OCC officers to prompt this. S106 & S106 (amended) to be reviewed re supply of water, sewage, and electricity. Alignment of S106 funds with inflation or base interest rate to be investigated by KG. Email KG-JG of 11 Jan 23 refers. Technical approval still to be determined and information still awaited from developers. Nothing further. 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	Complete coverage too expensive (£78k+). Partial coverage, 260m3 EPDM Mulch, Jungle Mulch, or Hybrid Grass would cost ~£40k. Additional information to be presented at Feb meeting. ONGOING
506a/21	Prompt OCC on wicket gate project progression	PGC / Clerk	OCC Highway survey resulted in a costing of £3800 for Milton Common end. UNANIMOUSLY AGREED to proceed. Obstruction of visibility at the Stoke Talmage road junction would prevent installation there at present. ONGOING
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing options – design / siting solutions.	PGC / Clerk	OCC has advised that, depending on its extent, a 20mph limit might allow for the crossing's suitability to be reassessed. Opinion to be sought on should a 20mph limit be approved. ONGOING
191e/22	Consider OCC Vision Zero initiative / A Safer Pace for Oxfordshire.		Facebook post to assess local support for a 20mph speed limit received 46 'likes' and 12 other positive responses in the comments, with 3 emails against and 1 in favour. This initiative was APPROVED to progress. Formal support from our County Councillor/s is required to accompany the application to OCC. ONGOING
184a/22	Outdoor Gym Bike - Everyone Active Grant acceptance	Clerk / PC	SODC Grant Funds received. Equipment to be delivered / installed. Installation cost is very high. Installation specification received to be used for comparative quotes. ONGOING
184d/22	Clerks regular 6-month appraisal	SM	Took place on January 16th. COMPLETED
192b/22	Elm Tree / Willow Tree	Clerk	TPC does not accept liability or ownership of the trees but strictly on H&S grounds will remove the two dead trees. Quotation received £1,800 + cost for TPO permissions. Unanimously Agreed (funds from tree budget + from other sources) Removal works complete and Invoice as agreed received. COMPLETED
240b/22	Grant of £5000 from CIL toward TPS trim-trail project	PGC	TPS have been advised of the need for the grant to be paid asap. TPS met with their proposed contractor on 18 Jan 2023. The total cost is £36,250 with £5k earmarked by TPC. ONGOING
240d/22	Replacement of War Memorial and Jitty benches	Clerk/PGC	Final bench installation on Jitty by Wilson Property Care awaiting suitable weather/ground conditions. Invoice on completion. ONGOING
240e/22	TSSC Generator Hire	Clerk	Costings and viability for the provision of a temporary hire unit to satisfy the Emergency Plan to be provided. Costs to install Transfer Switch for connecting hire generator to be obtained together with costs for required Hired In Plant insurance. Details to be included in Emergency Plan when agreed. 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/SR	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
219b/22	Provision of CCTV on The Patch	CT	Considered and dismissed as impractical and too expensive. COMPLETE.

262. County Councillors' Report – OCC is now due to set its 2023-24 Budget that will be delivered within a context of high inflation and rising pressure for services, particularly in adult social care and children's services. Councillors are to propose a 5% rise in Council Tax, including a 2% adult social care precept. Children's services will see a boost of over 12% (£18.5m) and an additional £500,000 will be spent to speed up assessments (EHCPs) for children with SEND. Half of the OCC budget is spent on adult social care and this will get a 6.7% increase to support its work. OCC will be investing £1.6m to reduce flooding on roads – clearing ditches and cutting through the red tape that prevents action on the ground to reduce damage to road surfaces. Signs will be cleaned and road markings improved. There is increased funding for tree planting which is essential for carbon capture and localised climate resilience during hot summers. Library services will be supported. The Homes for Ukraine Campaign encourages people to come forward to accommodate families and OCC has committed to maintaining the current rate of £550. The backlog of potholes is being dealt with but will take some time but you are asked to continue to report any via FixMyStreet. The first electric buses in a fleet of 159 are set to arrive in September.
REPORT NOTED.

263. District Councillor's Report – SODC will be voting this week on the Budget with a motion to increase Council Tax by £5 per Band D property. Grants will be maintained at £5k per Councillor. The strategic building sites including Thame Cattle Market are still pushing back and are seeking an extension of 3 years. With offices already in Abingdon the requirement of a new Headquarters in Didcot, and the cost of such a project, is under discussion and review.

264. Parish Council Reports – NONE.

265. Annual Parish Meeting 25th April – Preparations to be undertaken for this to contact representatives of organisations in Tetsworth to receive Reports from them detailing their successes, achievements, difficulties over the last 12-24 months, and where assistance might be required. To be held in the Large Hall with refreshments available.

266. Local Elections 4th May 2023 – The Government has introduced a requirement for voters to show photo ID voting at polling stations and will apply for the first time at the forthcoming local elections on May 4th. Preparations required and schedule have been received with the official Notice of Election to be published next month. Nominations must then be received by 4pm on April 4th with voting taking place from 7am on May 4th.

267. Warm Spaces for Tetsworth - Our Warm Spaces have been opened as planned and a few more people are now making use of this provision.

a. **TSSC** – Invoices for the Warm Space have been received and included for payment. **NOTED.**

b. **Old Red Lion** – Invoice for the Warm Spaces has been received and included for payment. **NOTED.**

268. Finance - To Receive, Note and Approve

a. **Monthly Financial Report** The report for January 2023 was **APPROVED UNANIMOUSLY.**

b. **Purchase** of revised / updated edition of the SLCC Clerks Manual was discussed and **APPROVED UNANIMOUSLY.**

c. **SSE Wayleave** Receipt of £62.88 payment. **NOTED.**

d. **Community First Oxfordshire** Renewal of membership with annual subscription of £55 (as agreed January 237.e.) due on 1 April 2023. **NOTED & APPROVED UNANIMOUSLY.**

269. Approval of Expenditure by signing payment book and invoices for 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 6263	£ 25.99 Inc VAT
ii.	L Freeth (Clerk salary January 23)	Employee Contract	£ 918.91
iii.	HMRC PAYE (Clerk January 2322)	Employee Contract	£ 70.40
iv.	Community First Oxfordshire AS AGREED Jan Meeting	Membership 2023/24	£ 55.00
v.	Wiseserve (Domain Renewal & DNS Management)	INV 17224	£ 33.60 Inc VAT
vi.	Wilson Property Care	INV 469	£ 85.00
vii.	TSSC (Warm Spaces provision) S137	INV 0006a	£ 150.00
viii.	TSSC (Warm Spaces provision) S137	INV 0006b	£ 150.00
ix.	SLCC 2023 Clerks Manual	Office	£ 52.30 incl p&p
x.	Old Red Lion (Warm Spaces provision) S137	Warm Space	£ 67.90

b. Standing Orders:

i. Wiseserve (IT Support) INV 17413 £ 6.00 Inc VAT per month

c. Direct Debit:

i. O2 (phone service) 05928908 £ 21.44 per month

ii. Nest Pensions (Clerk pension) Employee Contract £ 30.14 TOTAL

270. To Consider / Discuss / Approve Further Financial Matters

a. **Error on 2020-21 CIL Report** – as reported by SODC Finance on receipt of the 2021-22 Return. Now resolved. **NOTED.**

b. **TSSC Generator Project Grants (OCC/SODC)** – This project will not be progressed and so funds received from OCC/SODC will either be returned or used to fund the building connection needed to connect a temporary generator, as needed to satisfy the Emergency Plan. Approval from OCC/SODC to be obtained for this. **NOTED.**

c. **TSSC Parks Table Tennis Project Funding SODC** – Request received from TSSC for funds to install concrete base. For the proposed required works to proceed the Contractor must have Public Liability Insurance and complete all works in accordance with the installation and insurance specifications with materials meeting the requirements for safe installation of the table and with documents to support this. Tetsworth Parish Council agree to allocate up to £600 from S137 funds, with any additional monies required to be raised by the TSSC. The offer will be made based strictly upon the Conditions applied. **AGREED & APPROVED UNANIMOUSLY.**

d. **SODC Capital Grant Scheme** – Funding available for projects that help improve people's quality of life. **NOTED.**

e. **Parish Remuneration Committee Report** Councillor remuneration rates and publication requirements were **NOTED.**

f. **Argenta Payment Mandate** for payments due to TSSC in respect of Burst Pipe Claim 9447196X. **SIGNED AND NOTED.**

271. Candidate CIL Project Progress Review

a. **Village Wicket Gates** See update of Action 506a/21 above.

b. **Trim Trail for Tetsworth Primary School** See update of Action 240b/22 above.

c. **War Memorial and Jitty Benches** See update of Action 240d/22 above.

Planning

272. Planning Decisions Noted - received after Agenda published: NONE

273. Planning Applications Noted or Considered:

a. **Application Ref: P23/S0162/FUL: Land to the North West of Stoke Talmage and to the West of Harlesford Farm Near Tetsworth** Installation and operation of an underground high voltage electrical cable and associated works..

Comments UNANIMOUSLY AGREED and to be submitted by the Clerk: At the meeting of Tetsworth Parish Council on 13th February Councillors agreed that they had no objection to this application.

- b. **Application Ref: P23/S0044/HH: 2 Yew Tree Close Tetsworth OX9 7BP** New first floor rear dormer extension; replacement first floor front dormer extension; and blocking up a side window with a replacement rear window.
Comments UNANIMOUSLY AGREED and to be submitted by the Clerk: At the meeting of Tetsworth Parish Council on 13th February Councillors agreed that they are in support this application provided that the design, appearance and materials used are in keeping with its surroundings.
- c. **Application Ref: P22/S4637/FUL: Tetsworth Barn, Judds Lane, Tetsworth OX9 2HT** Agricultural Barn.
Comments UNANIMOUSLY AGREED and to be submitted by the Clerk: At the meeting of Tetsworth Parish Council on 13th February Councillors agreed that they are in support this application.
- d. **Application Ref: P22/S3350/FUL: Land south-west of London Road near Tetsworth OX9 7AZ** Change of use of land from agricultural to equestrian involving the erection of stables building comprising 2 stable boxes, tack room, and feed store, alongside the creation of a sandschool and formation of hardstanding to facilitate access.
Comments UNANIMOUSLY AGREED and to be submitted by the Clerk: At the meeting of Tetsworth Parish Council on 13th February Councillors agreed that they Object to this application and refer to the considerations of Appeal Ref: APP/Q3115/W/16/3156409 and APP/Q3115/W/18/3205628 that should again be taken in to consideration, with concerns that the development would need to be appropriate regarding flooding and its ecological effect, and demonstrate appropriate surface water drainage.
- e. **Application Ref: P23/S0352/DIS: Land to the north west of Stoke Talmage Stoke Talmage OX9 7HB** Discharge of conditions 8(Construction Environmental Management Plan for Biodiversity), 9(Biodiversity Enhancement Plan) & 10(Scheme for provision and management of buffer to watercourse) 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.**
- f. **Application Ref: P23/S0203/SCO: Land bordering M40 near Lewknor OX9 7EG** Environmental Impact Assessment Scoping Opinion for a proposed solar PV array with an export capacity of approximately 49.9 MW covering an area of 83 ha, with an indicative maximum panel height of 3.2 m. **Noted – for information only.**
- g. **Application Ref: P23/S0173/DIS: Harlesford Farm Near Tetsworth OX9 7BX** Discharge of condition 12 (Archaeological Written Scheme of Investigation) 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). Related Application P20/S3245/FUL. **Noted – for information only.**
- h. **AMENDMENT(1) - Application Ref: P22/S3825/O: Toll Lodge Farm, London Road, Tetsworth** Provision of equestrian fitness and rehabilitation centre, with ancillary buildings, parking and landscaping.
The amendment is for: Updated drainage strategy received 26 January 2023. **Noted – for information only.**

274. To Discuss Further Planning Issues:

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

- * **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). **APPROVED.**
 - * **Ref: P22/S4177/HH: 38 High Street, Tetsworth** Single storey rear extension and loft conversion with dormer. **GRANTED.**
 - * **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). **GRANTED.**
 - * **Ref: P22/S4379/HH: Mounthill Farm 19 High Street Tetsworth OX9 7AD** Internal and external alterations, including demolition and erection of single storey extensions, together with conversion of outbuilding to ancillary accommodation to the main house. (As amended by agent email dated 31 January 2023 omitting the proposal to convert the outbuilding to ancillary accommodation). **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 Planning Committee will determine at a future meeting (date to be confirmed). **See amendment to application above. Noted.**
- Ref: P21/S3915/FUL & P22/S2220/FUL: Solar Farm developments -**
- Ref: P21/S3915/FUL: 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 & amplified by information received 8 July 2022 and 21 December 2022).
 - Ref: P22/S2220/FUL: Dodwells Solar Farm Land north of the A40 near Cuddesdon** Underground cable route to connect Dodwells solar farm to Cowley substation (as amplified by additional information received 21 December 2022).

- b. **Solar Farm developments** – There is growing agreement within SODC that a Policy is needed for the development of solar farms. There is a motion to call on Officers to develop policies to prevent the massing of solar farms in the District and to give full weight to agricultural land and rural space, with consideration given to food production. **NOTED.**

- c. **Oxfordshire Neighbourhood Plan Alliance (ONPA) – Levelling-Up & Regeneration Bill 2022-23** – Details of AGM distributed. **NOTED.**
- d. **Toll Lodge Farm, Tetsworth** – SODC advised that Application Ref: P22/S3825/0 will not be considered by the Planning Committee this month. It could be a further 3 months before it is considered. **NOTED.**
- e. **Caravans** – Sited on land at Oxfordshire Way/Stoke Talmage Road. This matter is with the Enforcement Team. Landowners have been contacted to remove vehicles and constructed fences etc from the site and from the Oxfordshire Way. Awaiting any update. **NOTED.**

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

Play Areas

276. PATCH

- a. **Routine Inspection** There has been further incidence of fence damage which has now been repaired. The lever for the gate is now attached with bolts. More bark is required and levelling of surface from edges to be carried out. **NOTED.**
Play Area & Defibrillator – RECEIVED.

277. Communications

- a. **OALC 2023 Training Schedule - To Consider any requests for training:**
Councillor Training – Dates / information for 2023 circulated to all Councillors. **NOTED.**
23rd February – Training opportunities 1 hour – Free of Charge. **NOTED.**
Monthly Chair Meetings – Next meeting March 1st at 2.30pm **NOTED.**
- b. **SODC – Offer of Waste & Recycling Talks.** **NOTED.**
- c. **SODC Improving Engagement with Town & Parish Councils** – Briefings & Bookable Surgeries. **NOTED.**
- d. **Police & Crime Update January '23** - **NOTED.**
- e. **Note:** Regular updates relevant to Tetsworth can be found from: OALC at www.oalc.org.uk/national-news; SODC at www.southoxon.gov.uk/news/; the Open Spaces Society at www.oss.org.uk/category/latest-news/; the Rural Services Network at www.rsonline.org.uk; and CPRE at www.cpre.org.uk **NOTED.**

Village Environment

- 278. a. Dog Bins** – No problems or issues raised. **NOTED.**
- b. **Replacements for lost Rowan Tree on The Green with 2 x Costal Redwoods** – Proposal by Devey Tree Care to supply, plant and maintain the 2 replacement trees **AGREED UNANIMOUSLY** with thanks.
- c. **Deep Cleanse Services (OCC) – 24-26th January.** TPC had requested that the footpaths / walkways extending from the edge of the Village to the Parish boundary in both, and, in Swan Gardens, the gully where pavement drops and kerb steps up from road surface, were cleaned. However, only the core of the village received attention. OCC to be informed of this. **NOTED.**
- d. **Keep Britain Tidy Great British Spring Clean Friday 17 March to Sunday 2 April.** Support for any community litter picking activities, from road verges and footpaths only. Provision of litter pickers, hi-viz vests and bags to groups as well as picking up bagged litter. **NOTED.**

Highways, Byways and Transport

- 279. a. OCC Proposal to introduce traffic restrictions in and around Oxford City.** Nothing further. **NOTED.**
- b. **A Safer Pace for Oxfordshire - 20mph** – See update of Action 191e/22 above.
- c. **Application for a 20mph speed limit in Tetsworth.** To proceed with application **APPROVED BY MAJORITY (1 against).**
- d. **Access Roadway / track** from A40 to Marsh End, TSSC, Spencers Farm & Sewage Disposal Works – Repairs & responsibility. Awaiting a response to ascertain responsibility with OCC / Thames Water / Farm to enable resurfacing. **NOTED.**
- e. **VAS** – unit has been checked and reported as functioning as required. **NOTED.**

Correspondence

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

281. Date of the Next Meeting. The next regular council meeting will be held at **7.30pm on Monday 13 March 2023.**

282. To Close the Meeting

Meeting Closed at 9.42 pm

LA Freeth

Lin Freeth
Clerk / RFO



Paul Carr
Chair