

## Tetsworth Parish Council

Chairman, Interim Proper Officer (IPO) and RFO: Paul Carr

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### Minutes of the Meeting of Tetsworth Parish Council Held in Tetsworth Memorial Hall at 7.30pm on Monday 11th March 2024

#### Present:

Chair: Cllr Paul Carr (PGC)  
Cllr Seb Mossop (SM),  
Cllr Sanjiv (Kim) Bhagat (KB)  
Cllr Susan Rufus (SR)

**Minutes Clerk:** John Gilbert (JG)

**In Attendance:** Cllr Kate Gregory (KG) (OCC)

**Members of the Public:** Two

**Apologies for Absence** Cllr Christopher Thompson (CT), Cllr Sean Whitehead (SW); Cllr Nigel Champken-Woods (NCW) (OCC); Cllr Georgina Heritage (GH) (SODC).

243. **Declarations of Interest** Members were asked to declare any personal interest, and the nature of the interest they may have in any of the items under consideration at the meeting. **None Declared.**

244. **Minutes of the Council Meeting held on 12<sup>th</sup> February 2024 for Signing Approved Unanimously**

245. **Matters Arising from the Minutes not on the Agenda None**

246. **Public Questions None**

247. **Update of Actions List**

Ref.	Item Requiring Action	Resp	Action/Progress
355c/21	Monitor OCC investigation of school extension project progress	IPO (OCC:KG)	OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Developer providing updated drawings for review. Land transfer still pending, but unregistered land application with OCC Legal team. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. <b>ONGOING</b>
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR KB	Images of favoured removable surface metal frame circulated. Potential local manufacturers to be identified and cost obtained. Permissions for installation on Village Green to be made. Alternative lights in central village tree still under consideration. <b>ONGOING</b>
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	Clerk/IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. Potential funding of project considered under Agenda item 26c. <b>ONGOING</b>
317b/23	Access roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	OCC Countryside Access Officer has asked Highways colleague to make site visit. <b>ONGOING</b>
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. <b>ONGOING</b>
38h/23	Purchase and installation of emergency generator at TSSC with SSEN and other grant funding.	IPO	Updated purchase and installation quote £14,531 + VAT. SSEN grant of £10,000 and Councillor Grants totalling £3,448 awarded. Funding of shortfall

			and project implementation considered under Agenda item 13a. <b>COMPLETE</b> .
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and parkers Hill access points	IPO	Landowner permission granted for east side, but refused for west side Stoke Talmage Rd. OCC has installation of east side and Parkers Hill gates in hand. Progress report to be requested. <b>ONGOING</b>
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting beyond 30mph sign investigated by OCC Highways officer, Positive conclusion for south verge gate. OCC quotation of cost to TPC of £2889.62 inc VAT if implemented FY2023/24. Progression of project considered under Agenda Item 13c4. <b>COMPLETE</b>
163d/23	Submit grant acceptance form to SSEN	IPO	Following discussion with SSEN agent 5 Feb, Acceptance Form submitted. Re-costed quote to be forwarded for release of funds. <b>ONGOING</b>
172b/23	Discuss TOLC sub-letting arrangements and charges with TOLC organiser	IPO	Revised 3 year lease prepared for approval and signature with new tenant under Agenda item 23. <b>COMPLETE</b>
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and post and chain boundaries seen in neighbouring parishes. Indicative costs to be investigated. <b>ONGOING</b>
201a/23	Install replacement TOLC gate	TPC	Planned for action in milder weather. <b>ONGOING</b>
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill OCADO for cost.	IPO	Quotation of £120 <b>Approved</b> . Contractor to be tasked and invoice forwarded to OCADO for payment/reimbursement. <b>ONGOING</b>
233/23	Purchase defibrillator battery	SR	Obtained at no cost. <b>COMPLETE</b>
234a/23	Attend SODC Community Grants Panel meeting, 29 Feb	IPO	Attended online. <b>COMPLETE</b>
249a/23	Submit request for free King Charles III portrait	IPO	
250a/23	Publish Biodiversity Policy Statement on TPC website	IPO	
250b/23	Submit Tetsworth Emergency Plan to OCC	IPO	
250c/23	Request previous Clerk to delete TPC Facebook account	IPO	
250d/23	Book TMH for Annual Meeting of the Parish on 22 May	IPO	
253a/23	Place order for Emergency Generator once SSEN grant released	IPO	
253b/23	Mail Form SSP1 to Clerk	IPO	
253c/23	Make end-of-year approved financial transfers	IPO	
260/23	Obtain Creative Play quote for PATCH beam repair	IPO	
264e/23	Advise TMH committee of ACRE Village Hall Grant scheme	IPO	
264f/23	Advise Affinity Lottery that Tetsworth will not pursue scheme	IPO	
266a/23	Deliver Tetsworth Common access letter to 29-32 Marsh End and White Lion addresses	SR	
266c/23	Submit EOI for SODC CIL Grant funding for Pedestrian Crossing project	IPO	
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post April 2023 investigated. No local face to face training available. Re-visit when practicable. <b>ON HOLD</b>
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 <b>UNANIMOUSLY AGREED</b> at June meeting. Installation <b>ON HOLD</b> until implementation of PATCH new surface project.

248. **County Councillors' Reports** KG's written report noted the following issues:

- OCC approved a balanced budget with more funding for adult care, SEND and highways.
- An online interactive Highways Planned Capital Maintenance map had been published [https://oxfordshire.highway-iams.uk/Live/PBLC\\_ANON/PIP/?cg=scheme](https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme).
- Consultations/surveys were open for Vision Zero (Road Safety) Strategy and Local Nature Recovery Strategy <https://letstalk.oxfordshire.gov.uk/vision-zero> and <https://letstalk.oxfordshire.gov.uk/Inrs-phase1>.
- First choice allocation of secondary school places had been achieved for 88% of applicants.

KG was unable to report any progress on the transfer of the Tetsworth Primary School expansion site from Croudace to OCC, but agreed to chase with OCC officers.

**District Councillor's Report** GH's written report noted the following issues:

- a. SODC budget had been approved without reduction in services. Band D Council tax was set at £146.24.
- b. A CIL Grant Fund had been launched to support community projects costing between £75,000 and £250,000.
- c. A Haseley Brook Community Grants application was in line to receive a large percentage of the funding requested for a new playground surface improving accessibility and safety.

249. **Councillor Reports**

- a. **King Charles III Portrait.** Application for a free standard portrait for Tetsworth Memorial Hall was **Approved Unanimously**.

**Parish Council Administration**

250. a. **Biodiversity Policy Statement.** The new policy was **Approved Unanimously**.
- b. **Tetsworth Emergency Plan.** Adoption and submission of the reviewed plan to OCC was **Approved Unanimously**.
  - c. **Social Media Presence.** The Council had been alerted to the existence of a TPC Facebook page unused since c2015. It was **Agreed** that the account should be deleted with relevant postings being made to the Tetsworth Community Facebook page.
  - d. **Annual Meeting of the Parish.** The preferred date of Wednesday 22 May and booking of Tetsworth Memorial Hall for the 2024 Annual Meeting was **Agreed**.

**Finance**

251. **Monthly Financial Report** The report for February 2024 was **Approved Unanimously**.

252. **Expenditure** Signing of cheques, making electronic payments, and raising standing orders and direct debits were **Approved Unanimously**.

a. **Electronic Payments:**

i. L Freeth (Clerk salary)	Employee Contract (SSP)	£527.23
ii. Shield Maintenance (Dog Bins)	Invoice 7383	£25.99 inc VAT
iii. OALC Annual Membership	T00280/2024/1	£168.00 inc VAT
iv. The Play Inspection Company	Invoice 67458	£198.00 inc VAT

b. **Standing Orders:**

i. Wiseserve (IT Support)	INV-23218	£6.00 inc VAT per mth
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c. **Direct Debits:**

i. O2 (phone service)	05928908	£19.20 inc VAT per mth
ii. One Drive Storage	Contract	£1.99 inc VAT per mth

253. **Further Financial Matters**

- a. **SSEN Generator Installation.** With approval of the Council financial contribution identified below at Para 253ciii, the placement of a purchase and installation contract for £14,531 + VAT was **Approved Unanimously**.
- b. **Clerk Salary/Sick Pay.** Signing and mailing of the Form SSP1 to the Clerk stating that the 28-week period of sick pay ended on 4th March 2024 was **Approved Unanimously**.
- c. **End-of-Year Transfers from the 2023/24 Budget.** The following transfers were **Approved Unanimously**.
  - i. £350 from **Tree Maintenance** to a **Tree Survey Work** earmarked fund against the invoice expected in April 2024 for work required by the survey.
  - ii. £581.72 from the **PATCH Play Area 2023/24** budget to the **Play Area** earmarked fund, noting the possible use of some/all of this fund for the resurfacing project subject to the size of SODC grant allocated.
  - iii. £504.65 from the **S137** budget to the **TSSC Generator Project** earmarked fund to offset projected grant funding shortfall.
  - iv. **Residual Budget End-of-Year Funds**, projected to be £2,998.19, to an **Earmarked Fund** towards the installation of wicket gates, with associated road markings, at the eastern end of the village in 2024/25.

**Planning**

254. **Planning Applications to Consider or Note** None

255. **Planning Applications Determined**

- a. **Application Ref: P24/S0196/AG: Oxhouse Farm near Tetsworth OX9 7BT** Proposed construction of a track to carry farm machinery. **Application Not Required.**
- b. **Application Reference: P24/S0004/HH: 12 Back Street, Tetsworth OX9 7AA** Single storey extensions to east and west side elevations and a rear extension. New roof. **Granted**
- c. **Application Ref: P24/S0233/HH: 8 Marsh End Tetsworth OX9 7AU** Erection of single-storey side and front extensions, front dormer extension, and fenestration changes. **Granted**

256. **Planning Applications Awaiting Decision**

- a. **Application Ref: P23/2989/HH Laurel Cottage 15 Silver Street Tetsworth OX9 7AR** A two storey side extension and a single storey front extension. Existing garage to be demolished and new enlarged garage to be constructed.
- b. **Application Ref: P23/S3587/DIS: Harlesford Farm, Tetsworth OX9 7BX** Discharge of condition 4 (surface water drainage) on application P23/S1081/FUL (Farm building with apron).
- c. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.
- d. **Application Ref: P24/S0234/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 7 (landscaping (incl hardsurfacing and boundary treatment) on application P23/S3835/S73 Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping) - changes to layout, orientation and design of dwelling and decrease in volume.

257. **Tetsworth NDP Review** JG reported that review and amendment of Evidence Base documents had been allocated to Steering Group (SG) members for consideration at the next SG meeting on 19 April.

258. **Further Planning Issues**

- a. **Caravans on Talmage Rd/Oxfordshire Way Multi-plot Field.** The SODC Enforcement investigation was still active, but without a progress report.
- b. **Toll Lodge Farm.** An expected SODC update on implementation of Enforcement Action was still awaited.

259. **Planning Considerations received after Agenda publication** None

**Recreation Areas**

260. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection.** An insecure PATCH beam had been reported. Repair by the Creative Play installation company was **Agreed**.

261. **PATCH**

- a. **Replacement Surface Project.** The outcome of the application for SODC Community Grant funding considered on 29 February was still awaited, but informal feedback was encouraging.

262. **Adult Fitness**

- a. **SODC Site Visit.** A visit by the SODC 'Active Communities' Outdoor Coaching Session organiser still on hold until better spring weather.

263. **Forest School**

- a. **Future Management Arrangement.** The revised 3-year Tenancy Agreement was **Approved Unanimously** and **Signed** by the IPO and new tenant on behalf of Free Range Foxes. A Fire Safety inspection had still to be arranged by the tenant.

**Communications**

- 264. a. **Rural Services Bulletin.** The article on Rural Exception Sites was **Noted**.
- b. **OCC Initiatives and Campaigns.** Publicity of online notification of services and support schemes was **Noted**.
- c. **SODC/VoWH Support of Ukrainian Families.** Publicity of 2 year support statement was **Noted**.
- d. **Garden Waste Bin Collection Service.** Publicity of revised SODC payment arrangements was **Noted**.
- e. **OALC February 2024 Newsletter.** Notification of the ACRE Village Hall Grant scheme to the TMH committee was **Agreed**.
- f. **Affinity Lottery Scheme.** The Council **Decided** that such a scheme for Tetsworth would not be pursued.
- g. **SODC Compost Giveaway.** Publicity of this event was **Noted**.

**Village Environment**

265. a. **Gigaclear Full-Fibre Broadband Infrastructure.** The contents of the company's promotional slide pack were **Noted**.

**Highways, Byways & Transport**

266. a. **Access to Tetsworth Common from Marsh End Gardens.** Text of a letter notifying householders of access regulations to Tetsworth Common was **Approved Unanimously**. The letter would be delivered to the 4 households in Marsh End with a

boundary with Tetsworth Common and White Lion Estate Agents.

- b. **Parish Transport Representative Meeting.** The apology to OCC for absence at 19 March meeting was **Noted**.
- c. **Pedestrian Crossing Project.** Submission of an Expression of Interest for possible application for financial support from SODC CIL Grant Fund was **Agreed**.
- d. **Vision Zero Road Safety Strategy & Action Plan.** Although generally supportive, Councillors found questions in the consultation unduly biased.
- e. **Upcoming Road Closure Notifications.** Need to publicise 3 closures in May and June 2024 nearer the time was **Noted**.

### **Correspondence**

- 267. a. **Multi-plot Field off Stoke Talmage Road.** Email development enquiry of 28 February and response were **Noted**.
- b. **Parish Council Insurance.** Submission of the Pre-Renewal Questionnaire to Gallagher by 1 April for quote preparation was **Noted**. Sums insured unchanged, having been updated throughout the year. Insurance renewal date is 1 June.

### **Items for Next Agenda Not Already Mentioned**

- 268. a. **Consideration of Play Inspection Company Report.**
  - b. **Annual Review of Council Policies and Regulations.**
  - c. **Drafting of Council Document Management Policy.**
  - d. **Annual Meeting of the Parish Arrangements.**
- 269. **Date of the Next Meeting** The next meeting will be held on **Monday 8<sup>th</sup> April 2024 at 1930.**
- 270. **Closure the Meeting** The meeting closed at 8.43pm.

### **Open Forum**



John Gilbert  
Minutes Clerk



Paul Carr  
Chairman, Interim Proper Officer & RFO