**Tetsworth Parish Council**
Clerk and RFO: Helen Croxford

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**Minutes of the Virtual Annual Meeting of Tetsworth Parish Council**

**Held at 7.30pm on Monday 5th May 2021**

**Present:**

Chair Cllr. Paul Carr (PC)

Vice Chair. Seb Mossop (SM)

Cllr. Susan Rufus (SR)

Cllr. Christopher Thompson (CT)

Cllr. Sanjiv (Kim) Bhagat (SKB)

C. Cllr Jeanette Matelot (JM)

D. Cllr Caroline Newton (CN)

 **Officer:** Helen Croxford (HC)

 **Members of the public:** 2

**Apologies for Absence:** Cllr. Karen Bennett (KB), who has resigned from the Council.

**282. To Receive Declarations of Interest**

**Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting – NONE**

1. **To Elect a Chair for the municipal year 2021/2022**

PGC was nominated by SR. Seconded by SKB. **UNANIMOUSLY AGREED**

1. **To Receive the Chair’s declaration of acceptance of office - RECEIVED**
2. **To Elect a Vice-Chair for the municipal year 2021/2022**

 SM was nominated by CT. Seconded by SR. **UNANIMOUSLY AGREED**

1. **To Receive the Vice- Chair’s declaration of acceptance of office - RECEIVED**
2. **To Appoint councillors to outside bodies, sub-committees and other groups.**

 a) To Approve and Authorise a ‘Routine Media Sub-Committee’ to assist with updates to the Parish Council website and to post on the Tetsworth Community Facebook page as appropriate and to designate councillors for this role.

 PGC & SM were nominated by CT and Seconded by SR – **UNANIMOUSLY AGREED**

 b) To Approve a representative for Cozens Bequest. SR continues to attend meetings. No official representative required - **NOTED**

1. **To Approve the Minutes of the Council Meeting held on 8th March 2021 for signing – UNANIMOUSLY AGREED**
2. **To Approve the Minutes of the Extraordinary Council Meeting held on 26th April 2021 for signing – UNANIMOUSLY AGREED**
3. **Matters arising from the minutes not on the Agenda**

Resignation of the Clerk to be added to the update of actions. Advertisement in progress. - **NOTED**

1. **To Approve the TPC Emergency Plan – UNANIMOUSLY AGREED**
2. **Public Questions - NONE**
3. **Update of Actions List**

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| **Ref.** | **Action Required** | **Resp** | **Progress** |
| 23/17 | Enforcement of hedge replacement at 31 Marsh End | PGC | The hedge is still growing without restriction. **Review in September.** |
| 87/17 | Footpath at Attington Stud FP58. Path rerouted. No planning application submitted. | PGC | PGC will contact the footpaths office again. JM will also raise the issues in her meeting with Byways. **ONGOING.** |
| 85/19 | New Notice Board | HC | Order is in progress. **ONGOING.** |
| 88/19 | Community Speed Watch | PGC | Covid restrictions will still impact until 17th May. **ONGOING** |
| 47/19 | Upgrade to Antivirus software for TPC Laptop, Outlook monitoring & General Laptop tuning. | TPC | QuickFixIt will assist & TPC will investigate further. **ONGOING.** |
| 45b/20 | Tree at 24 The Laurels | TPC | **UNANIMOUSLY AGREED** to proceed with arborist once the funds are in the TPC account. HC will confirm with the resident. **ONGOING** |
| 218a/20 | SE19/341 Land North of A40 Adjacent to the Gate House | SR/CN | Awaiting the appointment of the planning inspector. **ONGOING** |
| 183g/20 | CIL Funding | TPC | **CIL Costings and Progress**1)Zebra crossing – now with Highways. **COMPLETE**2)Wicket gates – Waiting for OCC Highways reply. CT will ask again. Funding deadline has been extended. **ONGOING**3)Trim trail for Tetsworth Primary. CT confirmed with SODC’s infrastructure Implementation Officer that CIL is appropriate for school projects. In view of this JM will also investigate S106 fund inadequacy for the new building and the possibility that OCC's CIL could be used towards the shortfall. TPC will facilitate a meeting with the school and OCC. **ONGOING**4)Path to patch. TPC **AGREED** this is not logistically possible. **COMPLETE.**5)Village sign £3000.00-£4600.00 Siting needs to be discussed. **ONGOING**6)Benches on the Green – Discussions with the landowner are **ONGOING** for the siting of new benches. TPC **UNANIMOUSLY****AGREED** to replace that the 3 damaged existing benches as a priority up to the value of £550.00 each. **ONGOING**8) Kissing Gates on Oxfordshire Way as discussed in minute 191d/20 - £1000 for 4. PGC will contact SODC again. **ONGOING**9) Merged from 235c/21 TMH Heating replacement – Update will be provided by the TMH Committee. **ONGOING** |
| 212b/21 | Development to The Swan not covered by a planning application | SM | SM to draft letter to the Landowner. **ONGOING** |
| 259b/21 | Dog Fouling Signs | HC | Deferred to the next TPC meeting, 6 months after the last resolution was passed**. ONGOING** |
| 260a/21 | Alleged illegal accommodation on property off Judds Lane. | TPC  | No evidence that the accommodation is occupied. **COMPLETE** |
| 263a/21 | New dog waste bin on Judds Lane | TPC | Land on Judds Lane is private. TPC will investigate possible sites on the school boundary and other landowners along the route. **ONGOING** |
| 263b/21 | Overhanging Vegetation at Thistley Piece and 59 High Street | HC | **RESOLVED** |

1. **County Councillors Report – Jeannette Matelot (JM)**

The return to school, post covid has been a great success and there have been no closures in this area. The full annual report from OCC can be found on their website.

 <https://www.thametowncouncil.gov.uk/wp-content/uploads/2020/03/6.-Report-from-> County-Councillor.pdf

1. **District Councillors Report – Caroline Newton (CN)**

 **Haseley Brook Ward SODC Annual Report - April 2021 Cllr Caroline Newton**

**COVID-19**

Work at SODC has been dominated over the last year by the pandemic. Early in the first lockdown, many of the decision-making powers of the council were delegated to the Chief Executive of SODC under emergency rule, and SODC intensified its cooperation with neighbouring local authorities and public services. All official meetings of the council have been taking place virtually, and most officers are still working remotely. At the start of the pandemic many officers were re-deployed to COVID-19 related roles (eg supporting vulnerable people and coordinating the payment of business grants); and in the early stages of the vaccination programme, they worked closely with the health service to achieve rapid progress here in Oxfordshire.

**Planning**

Whilst this year has been anything other than business-as-usual for SODC, officers have tried to ensure the planning service remains on track in the face of a heavy workload.

**Local Plans 2035 and 2041**: Councillors voted to adopt the South Oxfordshire Local Plan 2035 in December 2020. This is the strategic development plan for the district which determines where housing, business and infrastructure will be focused over the next 15 years, and the development policies that will shape them. The main development sites will be around the city of Oxford, Culham, Berinsfield and Chalgrove Airfield. The plan, which identifies locations for 28,000 homes, including over 4,000 for Oxford City’s ‘unmet need’, was controversial amongst residents and councillors. The council administration’s - ultimately unsuccessful - attempts to demonstrate that the numbers were too high absorbed hundreds of hours of senior officer time; and the QC bills alone amounted to almost £250,000.

Work now begins on the next iteration of the development plan - the Local Plan 2041 - which is due to be adopted in 2024. The administrations at SODC and the Vale of the White Horse District Council have agreed to make this a joint local plan. The scale of LP2041 will be driven by the longer-term ‘Oxfordshire 2050’ strategy being determined by the Oxfordshire Growth Board (a high-level body which brings together businesses, local authorities and civic bodies from across the county). 'Oxfordshire 2050’, in turn, has to conform to Government’s plans for the Oxford Cambridge Arc - including Oxfordshire, Northamptonshire, Buckinghamshire, Bedfordshire and Cambridgeshire which is projected to be a zone of high economic growth in the next period. We expect to hear the level of housing numbers in June/July 2021.

**Chalgrove Airfield**: Like most local residents I have been most concerned about impact of Homes England’s proposed development at Chalgrove Airfield. The Civil Aviation Authority, in its response to the outline planning application, has stated that housing development on this site is not compatible with the continued operation of Martin Baker Ltd. It is now for Homes England to respond with a plan that mitigates these concerns.

**Harrington**: LP2041 is likely to require the district to identify the need for further housing, and that re-opens the possibility of the Harrington development which is being promoted as a site for 6,500 houses. I am working with colleagues in parish councils across this ward to ensure that this site does not go forward into LP2041.

**SODC Corporate Plan**

During the year the council adopted its corporate plan which will cover the period up to 2023. It is remarkable for its focus on sustainability, nature recovery and the ‘green agenda’. SODC has a target to achieve carbon neutrality in its own operations by 2025, and in the district more broadly by 2030.

1. **Parish Councillors Report - NONE**

**Finance**

1. **To Receive** **and Approve** the monthly financial report – **UNANIMOUSLY AGREED**
2. **To Approve** expenditure and sign cheques/approve electronic payment

 Wiseserve (Email) £4.80

 H. Croxford (Clerk) £589.01

 HMRC (Clerk) £134.40

 DTC (Grass cutting) £156.00

 **UNANIMOUSLY AGREED**

1. **To Discuss and approve**

a) **CLP Request of up to £100 donation towards daffodils around the village.**

 **UNANIMOUSLY AGGREED** to fund from Enhancement of the Village fund.

b) **Conversion of the £250.00 funding request on hold for VE day celebrations to marking the 70-year anniversary of TMH.** **UNANIMOUSLY AGREED** as previously, from S137 Funds.

c) **Training for SKB as a new councillor.** Roles & Responsibilities £100.00 + VAT and Councillor Fundamentals £50.00 + VAT. **UNANIMOUSLY AGREED.**

d) **To Note disputed invoice from SODC for dog waste.** HC has contacted SODC as their contract was terminated from Dec 2020. As yet no response has been received to the emails. **NOTED**

e) **To Note increase on Vodafone Mobile contract to £10.28 per month from £10.14.** **NOTED**

f) **Correspondence from HMRC re overpayment.** **NOTED**

g) **Insurance renewal.** This Item was added to the agenda after publication and will be addressed at the next meeting.

1. **Play Area/Skatepark**

a) **To Receive Monthly Update.**

All inspections have been completed and no issues were reported. More bark will be spread in the coming weeks.

b) **Basketball hoop repair.** TSSC hold the funds for the upkeep of the hoop. They have proposed that the hoop backboard be repainted rather than replaced. **UNANIMOUSLY AGREED**

c) **Update on Signage.** Bench Ticks and crosses required under covid regulations have been purchased and will be put in place in the coming week. **NOTED**

d) **Defib update.** An error message was reported but this was resolved when following the maintenance instructions. **NOTED**

e) **To Note the price increase for next year’s rolling inspection with Pi.** TPC were advised that the rolling contract will increase to £166.80 for next years inspection due to inflation costs.

**NOTED & UNANIMOUSLY AGREED**

**Planning**

1. **To Note** the following Planning Decisions

a) **Application No: P21/S0151/FUL** Application proposal, including any amendments: Change of use of outside timber frame with render games room into liveable accommodation for an elderly relative. Site Location: 55 High Street Tetsworth OX9 7BS. Permission granted. **NOTED**

 b) **Confirmation** from Street Naming and Numbering that a new residential dwelling at

 The Mount, be known as: 8 The Mount, Tetsworth, THAME OX9 7AF **NOTED**

 c) **Application No: P21/S0219/FUL** Application proposal, including any amendments: Extension to an existing building for general agricultural use. Site Location: Spencers Farm Marsh End Tetsworth OX8 7AU. Permission granted. NOTED

d) **Application No: P21/S0446/HH** Application proposal, including any amendments: Demolish existing garage and construct part two storey, part single storey side extension. Replace window at rear with French doors. Replace flat roof canopy over front entrance with tile lean-to canopy. Address: 2 Elm Close Tetsworth OX9 7AP Permission granted. **NOTED**

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1. **To Discuss** the following Planning Application

a) **Application Reference: P21/S1413/SCO** Environmental Impact Assessment Scoping Opinion Location: Dodwells Solar Farm on Land North of The A40 Between Milton Common & Tetsworth. **NOTED**

1. **To Note** anyfurther Planning Considerations received after Agenda publication. **NONE**
2. **To Discuss** Tetsworth Neighbourhood Plan

Referendum day is tomorrow, 6th May. Final results will be published in due course.

1. **To Consider** any issues about the village environment

a) **Illegal Access to the Common.**

 Following complaints regarding the bridges providing illegal access to the common from the properties along its boundary, PGC will draft a letter to residents to ensure that they are aware of the issue. **ONGOING**

b) **Closure of TOLC for April.**

 TPC has **AGREED** that TOLC should close the Forest school for the month of April to allow the area to recover and dry out following the wet weather. **NOTED**

c) **Report of blockage to the drainage ditch at the site of The Swan.**

 TPC has received complaints that this ditch is becoming blocked by debris in a pipe in the part of the ditch owner by the Swan. SM will draft a letter to The Swan to start discussions on how to proceed. **ONGOING**

d) **Date for Village Fete – 27th June 2021 – NOTED**

e) **Extra Dog bin requested by TSSC and possible increase to weekly collections.**

 The current contract is not fulfilling the needs of the parish at present. HC will contact Scoop Dotty Dog to increase the collections to weekly and obtain quotes for extra bins up to a value of £300.00. **UNANIMOUSLY AGREED**.

f) **Memorial bench sited at the war memorial in disrepair.** TPC has been advised that the bench is in urgent need of attention. TPC will investigate ownership. **ONGOING**

1. **Website**

a) **To Discuss** Domain & Legal issues with Computer Assistance and QuickFixIT. Issues between the two companies have caused some complications with the transfer of our services from SKP Solutions. Notification has been received today confirming this is now **RESOLVED.**

1. **Highways & Byways**

a) **To Discuss footpaths in our local area and the changes from gates to stiles in some instances.**

Horsenden House/Judds Lane to Moreton had a gate access on the footpath. This has now been replaced by a stile with no access for dogs. TPC will investigate if this is a legally acceptable and discuss with the footpaths officer. **ONGOING**

b) **White lines on A40.**

 These are yet to be reinstated from the last road resurfacing. Now that this year’s roadworks have been completed, PGC will speak to OCC to ensure they are replaced. **ONGOING**

1. **Correspondence**

a) **Communications South & Vale** – The Council has received notification that Bioabundance CIC has made an application to the court seeking to overturn the judge’s decision to refuse permission to proceed with an application for judicial review against the council’s decision to adopt the Local Plan 2035. SODC awaits notification from the court of the hearing date and will not be commenting further at this stage. **NOTED**

b) **Communications update** on reopening leisure facilities and other Covid related issues. **NOTED**

c) **Press Release:** High voltage power lines to be moved underground and light pollution to be minimised in South Oxfordshire. **NOTED**

d) **Media Release:** The two district councils in South Oxfordshire and the Vale of White Horse have agreed to develop a joint Local Plan for the area to reduce costs and help the councils meet their ambitious targets for making the two districts carbon neutral. **NOTED**

1. **Items for Next Agenda Not Already Mentioned - NONE**
2. **Date of the next meeting.**

 The legislation permitting virtual council meetings expires on 7th May 2021 but Covid-19 restrictions will still be in force until 21st June 2021 at the earliest, making the planned date of 14th June impractical. PGC proposed that the council's summer break should be brought forward from August to June and for the next two meetings to be held on 12th July 2021 and 8th August 2021. **UNANIMOUSLY AGREED**. The TMH committee chair confirmed that the TMH is available and will be booked accordingly.

1. **Meeting Closed 21.40pm**
2. **Open Forum**

 

 Helen Croxford Clerk & RFO