

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 9 May 2016**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Alan Martin (AM)
Cllr. Hazel Bottone (HB)
Cllr. Paul Carr (PC)
Cllr. Ted Peycke (TP)
Cllr. Marjorie Sanders (MS)

Officer: Debra Duke (DD)

Members of the Public: There were 9

90. To elect a Chair for the municipal year 2016/2017
KH was nominated by fellow Councillors to continue in the office of Chairman.

RESOLVED:

That KH be elected Chairman of Tetsworth Parish Council – UNANIMOUS

91. To receive the Chair's declaration of acceptance of office
KH accepted her election as Chairman and signed the Declaration of Acceptance of Office.
92. To elect a Vice-Chair
AM had indicated his willingness to continue in the office of Vice-Chairman.

RESOLVED:

That AM be elected Vice-Chairman of Tetsworth Parish Council – UNANIMOUS

93. Apologies for absence
County Councillor Wilmshurst gave his apologies.
94. To appoint councillors to outside bodies, sub-committees and other groups
Councillor Harris was appointed the parish council's representative on the Neighbourhood Planning Sub-Committee
95. To receive Declarations of Interest and Dispensations
There were no declarations of interest.
96. Minutes of the Council Meeting held on 11th April 2016 to be signed as a correct record

RESOLVED:

That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

97. Matters arising from the Minutes not on agenda
There were none
98. Public Questions
1. *Is a skate ramp still the most appropriate use of limited TPC funds in providing recreational facilities for the young folk of the village? We understand that the original ramp came about via inspirational efforts by young residents and village*

fund raising. This was absolutely commendable but does this still reflect the mood of the village and the majority of its residents some five or six years later? Informal discussions had revealed a demand for a skate park and for it to be installed as soon as possible. The response by the village following the vandalism of the ramp showed a desire for it to be replaced.

2. A small children's recreational area (PATCH) is a basic provision but how does the village raise the funds for regular upkeep and eventual replacement? Given the very possible significant expansion of the village over the next two to three years this becomes an even more pressing question

Funding for replacement and maintenance had been through the parish precept and grant funding. Development within the village would provide funding through Community Infrastructure Levy (CIL). With a Neighbourhood Plan the parish would receive 25% of these monies.

3. Where best to site any of these facilities within the village/ recreational space available?

The parish council would site the new ramp near the PATCH to keep the play area within one space.

4. If a skate ramp remains appropriate what size and construction materials are best value within the budget that can be mustered? What size can that budget be? For example a wooden construction may be initially the least expensive but lends itself more readily to weather damage and vandalism over time
A later agenda item, minute 105, would consider these issues.

5. How can the village best raise funds over and above those available from the TPC? For example through grants, sponsorship, local fund raising etc.

The parish council had received insurance money to help fund a replacement. Grants would be looked at but to carry out the work soon, it was unlikely that at this point any would be available.

99. Update of Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Summer & winter photos being digitised
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Action to DD
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Contacted Nuzhat Dunn Solicitors
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessary Rights' for next 12 years Purchase map from OCC that defines the area.
26/16	Implement Noticeboard mounting	AM	COMPLETE
27/16	Assess PATCH bark chipping requirement	AM/HB	PATCH dimensions measured. AGREED that 10 bags at a cost of £95 per bag be purchased.
30/16	Arrange Costed Plan for Skate-ramp Reinstatement Project	HB	Minute 105.

31/16	Seek volunteers to help spread bark chippings on PATCH site	HB	Once bark arrives. Also ask at Annual Parish meeting on 23 May
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Last contacted 2 weeks ago awaiting reply from OCC
36/16	Liaise with SODC TPO officer on liability for Victoria Gardens replanting	KH	COMPLETE
38/16	Encourage attendance at Annual Village Meeting on 23 May	KH/JG	COMPLETE
42/16	Query raised with the Memorial Hall committee ref invoices for room bookings	DD	Reply from TMH referencing an email from clerk
43/16	Freedom of Information policy	DD	In progress
43/16	Skate park newsletter article	HB	By 21 April
44/16	Write to Strutt and Parker about car boot site exhibition	DD	Letter sent by email 23/4
45/16	Invite TSSC to June council meeting	DD	
46/16	Update emergency planning information and return to SODC	DD	Emailed TMH checking use of hall as place of safety
47/16	Respond to SEP consultation	MS	MS had contacted Need not Greed. They could attend a parish council meeting- Invite to July meeting
48/16	Call a meeting of the village ref planning	??	Not required yet.

100. District Councillor's Report

Councillor Harrod had left the meeting by this point.

101. County Councillor's Report

A written report was provided. Points to note were:

- Work being undertaken to investigate a unitary option for Oxfordshire
- Children's centres
- Oxfordshire Together- devolution of services to parish councils

102. Clerk

The clerk had been appointed on 11 April 2016. As such there were some issues requiring approval at the next council meeting and would be on the agenda to be considered. In accordance with the clerk's contract the clerk requested formal approval for additional employment as the Clerk and RFO to Great and Little Hampden parish council.

RESOLVED:

- To consider administrative issues for approval at the next council meeting.
- To approve the clerk's additional employment as Clerk and RFO to Great and Little Hampden parish council (Bucks)

103. To receive the Monthly Financial Report

- The monthly financial report was circulated
- At the May meeting it was required to approve the Annual Return
- Transparency fund grants (OALC newsletter)
 - As the parish council had a website it was not eligible for financial assistance towards a laptop.
- Cunnane Planning guide to costs
 - The council's financial regulations required three quotes for work of this cost. However, as the company had already carried out some work on behalf of the community it was agreed that should the parish council require some planning consultation work for P15/S3936/FUL it would employ Cunnane Planning.
 - It was agreed that a full detailed costing be received before any work commenced.
- Approve insurance quote received
 - The parish council had agreed a three year term, ending in 2017, with Came and Company.

RESOLVED:

1. To approve the Annual Return, with the clerk and Chairman signing as required
2. To appoint Cunnane Planning to represent the parish council, with reference to planning application P15/S3936/FUL with full detailed costs provided before work commenced.
3. To write to Cunnane Planning
4. To approve and pay insurance premium as stated

104. To approve expenditure and sign cheques/approve electronic payment

RESOLVED:

- To note the direct debit payment of PWLB: £1315.22
- To approve payment of insurance premium at a cost of £979.67

105. PATCH/Skatepark

New fencing and ropes had been installed in the PATCH. Stepping stones had also been removed.

Financial information and quotes for the replacement of the skate park were circulated.

1. The council had a potential budget of £10,199
2. Two companies had provided quotes for different sizes and materials of skate ramps
3. The new ramp would be 4 feet high, the old one was 6 feet high
4. Concerns about noise on a steel frame ramp were noted
5. A steel frame ramp would have a lifespan of 20 years
6. A wooden frame ramp would have a lifespan of 7 to 10 years. With approximately £800 of maintenance work required every 3 years.
7. Nearby residents had requested that noise mitigation methods be investigated
8. It was agreed that due to the noise issues, lifespan of popularity of the equipment and cost that a wooden frame ramp would be most suitable
9. As this would not cost the full amount of the ear marked funds some could be used for the PATCH
10. The area for the new ramp would be adjacent to the PATCH
11. It was required that the ramp was 3m from equipment on the PATCH and 35 m from a property (as measured from the front door).
12. Fencing round both the PATCH and ramp was suggested. Regulations would be checked, however, the two areas were aimed at different age groups so it was unlikely to be suitable.

RESOLVED:

- To purchase the 16 foot half pipe wooden frame skate ramp, including base pads and levelling ground from Fearless, for a cost of £7650 (plus VAT).
- To look at noise mitigation methods as requested

106. Planning

Planning Applications:

- P16/S1285/HH 19 Elm Close Tetsworth OX9 7AP; Erection of two-storey side extension.
 - The council supported the application
- P16/S1254/FUL Land rear of Denham House 62 High Street Tetsworth OX9 7AB; Proposed detached three-bedroom dwelling with parking and garden.
 - The council supported the application
- P16/S1347/PDH, 27 Chiltern View Tetsworth, Proposed conservatory 4.5 x 4.5m. Depth: 4.5m Height: 3.2m Height to eaves: 2.2m
 - This was for noting as it was a neighbour notification

Planning Decisions:

- P16/S0725/LDE- Granted

A draft complaint had been circulated. The parish council agreed to complain about the granting of the certificate of lawful development as they felt that the evidence had not been properly considered.

RESOLVED:

- To send the comments to SODC about planning applications P16/S1285/HH and P16/S1254/FUL
- To send a complaint letter to SODC regarding P16/S0725/LDE

107. Tetsworth Neighbourhood Plan

John Gilbert presented an update about the Neighbourhood Plan (NP). A meeting had been arranged for 16 May.

- The NP would build on the Community Led Plan
- NP have to be positive
- A NP has to consider future land use
- Areas that the community is content to see development
- The NP can discuss design, largest number of buildings in a development and green space preservation
- The first task would be to designate the area of the neighbourhood.

RESOLVED:

To request maps of the parish from SODC

108. Village Environment

RESOLVED:

To report to SODC the collapse of a road sign south of the village on A40

109. Tetsworth Sports and Social Club

Insurance quotes had not yet been received.

RESOLVED:

To invite TSSC to the parish council meeting on 13 June 2016

110. Correspondence

Items received for discussion and/or as previously emailed

- a) Oxfordshire Together Highways

- b) Devolving Powers to Towns and Parishes
- c) Metal Detecting from TVP
- d) OALC newsletter
- e) A better deal for Oxfordshire- OCC
- f) Subsidised buses update- A comment was made that school buses for SEN were available for other uses in between school run times. Pressure from bus users was required to ensure the provision of some service.

111. Other Matters for Discussion

None

112. Date of the Next Meeting

13 June 2016

113. To Close the Meeting

The meeting closed at 21:30

114. Open Forum

ACTIONS

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Summer & winter photos being digitised
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Action to DD
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Contacted Nuzhat Dunn Solicitors
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessary Rights' for next 12 years Purchase map from OCC that defines the area.
27/16	Assess PATCH bark chipping requirement	AM/HB	PATCH dimensions measured. AGREED that 10 bags at a cost of £95 per bag be purchased.
30/16	Arrange Costed Plan for Skate-ramp Reinstatement Project	HB	Agenda item 16.
31/16	Seek volunteers to help spread bark chippings on PATCH site	HB	Once bark arrives. Also ask at Annual Parish meeting on 23 May
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Last contacted 2 weeks ago awaiting reply from OCC
42/16	Query raised with the Memorial Hall committee ref invoices for room bookings	DD	Reply from TMH referencing an email from clerk
43/16	Freedom of Information policy	DD	In progress
45/16	Invite TSSC to June council meeting	DD	
46/16	Update emergency planning information and return to	DD	Emailed TMH checking use of hall as place of safety

	SODC		
47/16	Respond to SEP consultation	MS	MS had contacted Need not Greed. They could attend a parish council meeting- Invite to July meeting
48/16	Call a meeting of the village ref planning	??	Not required yet.
49/16	To purchase the 16 foot half pipe wooden frame skate ramp, including base pads and levelling ground from Fearless, for a cost of £7650		
50/16	To look at noise mitigation methods as requested	PC	
51/16	To send a complaint letter to SODC regarding P16/S0725/LDE	MS/DD	Approved letter to be emailed to SODC following meeting
52/16	To request maps of the parish from SODC	DD	
53/16	To report to SODC the collapse of a road sign south of the village on A40	DD	
54/16	To write to Cunnane planning	DD	