

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 13 June 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 was 1

26. Apologies for absence  
None

27. To receive Declarations of Interest and Dispensations  
a. *In accordance with the Local Code of Conduct to receive any declarations of disclosable pecuniary or non-disclosable pecuniary interests and to consider and grant any dispensation requests.*  
None

28. To APPROVE the Minutes of the Council Meeting held on 9 May 2016  
RESOLVED:

The minutes were approved as a correct record and signed by the Chairman, subject to the following amendments:

Addition of Councillor Alan Martin as having attended;

Minute 9, question 2:

*A small children's recreational area (PATCH ~~swing park~~) 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 ~~was~~ through the parish precept and grant funding and ~~Community Infrastructure Levy~~. Development within the village would provide funding through Community Infrastructure Levy (CIL). With a Neighbourhood Plan the parish would receive 25% of these monies.

29. Matters arising from the Minutes not on agenda  
None

30. Public Questions  
None

31. 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	DD	In progress. Invoice tenant for whole site cost, £20.
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Nuzhat Dunn Solicitors not heard from the Armstrongs. They have sent another email
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessory Rights' for next 12 years  Purchase map from OCC that defines the area.
27/16	Assess PATCH bark chipping requirement	AM/HB	COMPLETE.
30/16	Arrange Costed Plan for Skate-ramp Reinstatement Project	HB	COMPLETE.
31/16	Seek volunteers to help spread bark chippings on PATCH site	HB	Bark arriving on 16 June.
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Last contacted 2 weeks ago awaiting reply from OCC. KH to chase.
42/16	Query raised with the Memorial Hall committee ref invoices for room bookings	DD	COMPLETE
43/16	Freedom of Information policy	DD	In progress.
45/16	Invite TSSC to June council meeting	DD	Resend invite for July meeting.
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	Attended Annual Parish Meeting. Not required to attend July meeting.
48/16	Call a meeting of the village ref planning	??	Not required. Remove from actions.
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		Ordered.
50/16	To look at noise mitigation methods as requested	PC	Options would be cost prohibitive for the parish council. COMPLETE

51/16	To send a complaint letter to SODC regarding P16/S0725/LDE	MS/DD	Approved letter to be emailed to SODC following meeting. Reply to complaint, agenda item 15ci
52/16	To request maps of the parish from SODC	DD	To be done.
53/16	To report to SODC the collapse of a road sign south of the village on A40	DD	Cllr D Wilmshurst in attendance and will pass on information.
54/16	To write to Cunnane planning	DD	Letter drafted for sending.

### 32. District Councillor's Report

The following points were raised:

- A new Chief Executive had been appointed, start date to be confirmed
- Recent planning appeals have had an impact on how future planning applications would be decided.
- Section 106 bulletins would be sent to parish councils twice a year
- Draft Local Plan 2032 Preferred Options document would be out for consultation on 27 June

### 33. County Councillor's Report

The following points were raised:

- Unitary proposals would be reported on by Price Waterhouse Coopers in June 2016
- Subsidised bus services would end on 20 July 2016
- Adult social care services scored in top 5 percent in England.

### 34. To consider the APPROVAL of the following

#### a. Payment of SLCC membership for the clerk

As the clerk was employed by two parish councils the cost to Tetsworth would be £73.80.

#### b. Approval of clerk attending OALC training, 29 June, cost of £65 (excl VAT)

#### c. Purchase and contract of a VOIPfone number and VOIPfone router for parish council business

#### d. Purchase of additional home office equipment, laptop case, printer and external hard drive/back up

In discussion it was agreed that the purchase of a printer would not be necessary but that costs of printing would be paid to the clerk for use of a personal printer.

RESOLVED:

To approve the following:

1. Payment of the clerk's membership of the Society of Local Council Clerks at a cost of £73.80
2. Payment of, and attendance by the clerk, at OALC training on 29 June 2016, at a cost of £78 inc VAT
3. The purchase of a VOIPfone local number at a cost of £2 per month (excluding VAT)
4. The purchase of a VOIPfone router and handset at a max cost of £50.00
5. The purchase of an external hard drive, maximum cost of £40.00

### 35. To receive and APPROVE the Monthly Financial Report

- a. Review Internal Auditor's report  
Not yet received, move to July meeting.
- b. To approve the monthly payments from TSSC to the parish council for insurance  
The parish council paid the insurance and then TSSC repaid the amounts over 10 months.  
This equated to 1-month payment of £80.47 and 9 months of £78.00.

36. To APPROVE the amendment of the clerk's salary in line with the National Joint Council Agreement negotiations

The National Joint Council for Local Government Services has reached agreement for members of staff contracted to be paid on spinal column points.

RESOLVED: To approve the salary increase to the Clerk/RFO in line with the national agreement as the employment contract was based on the SCP scale.

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

The financial report and invoices were circulated. In response to questions if the payment to HMRC was an overpayment repayment from HMRC could be requested.

RESOLVED:

To approve payment and authorise signatories for the following:

- Insurance for TSSC £736.48
- Legal expenses add on £45.99
- SKP Solutions £150.00
- Salaries and expenses (April to June 2016) £744.00
- HMRC payment £185.60
- OALC training £78.00
- SLCC membership £73.80
- D C Pullen (handyman) £95.98

38. Report from Oxfordshire County Council Unitary workshop

- a. Councillors Harris and Sanders attended on 6 June

Points to note were:

- The idea of unitary authorities would be to save money
- If the option of a unitary Oxfordshire and a unitary Oxford city was chosen it was likely that Oxford would need to increase in size into the rural parishes.
- Devolution of services to parishes was difficult due to a lack of infrastructure.
- Ultimately it would be national government that decided on whether a unitary option happened.
- Big issue for the smaller parishes was planning.

- b. Letter and questionnaire from Grant Thornton

The questionnaire could be completed individually by 8 July 2016

39. PATCH/Skatepark

- a. Consideration of purchase of replacement play equipment

Deferred consideration

- b. Update from HB for PATCH and Skatepark

Bark would be delivered on Thursday 16 June.

- c. Annual Inspection arrangements

Deferred consideration

#### 40. Planning

##### a. Planning Applications:

- i. P16/S1717/MPO - Mounthill Farm 19 High Street Tetsworth OX9 7AD - Modification of planning obligation on Planning Permission P95/N0210.

The condition tied the house to the farm. The application stated that the sale of the house was needed due to financial difficulties. The applicant would move into a new dwelling that had an occupation condition attached. Concerns about the future of the site were raised, councillors wondered if restrictions about future development of the site could be restricted.

RESOLVED: To not support the application for the modification of conditions  
(*Councillor Carr requested that his abstention be recorded*)

##### b. Planning Decisions:

- i. P16/S1347/PDH - 27 Chiltern View Tetsworth OX9 7AL - Proposed conservatory 4.5 x 4.5m. Depth: 4.5m Height: 3.2m Height to eaves: 2.2m  
This application had been approved. The parish council had supported the application.

##### c. Planning Correspondence/Information:

- i. Response from SODC ref complaint

Councillors were not happy with the response received. The parish council had provided evidence to SODC that there had not been a dwelling there for four years. A letter would be written to the Chief Executive and a Strategic Director would review the case. All correspondence would be copied to Councillor Harrod.

RESOLVED: To reply to SODC and request the complaint be considered at stage 2.

- ii. Oxfordshire Countryside Access Forum Letter May 2016

The letter requested parish councils to raise issues of public rights of way when responding to planning applications.

- iii. Mount Hill Farm appeal, P14/S3524/O, for 39 dwellings had been granted on appeal. It had partly been granted as SODC could not demonstrate a sufficient land supply for housing.
- iv. The Forge had had a planning application submitted for conversion to a 2 bed bungalow. This would be formally considered at the next meeting.

#### 41. Tetsworth Neighbourhood Plan

John Gilbert presented an update.

The launch happened at the Annual Meeting of the Parish on 23 May. There had been a disappointing response to the requests for volunteers and notes of what residents wanted.

Work to date on defining the area had suggested that areas to the east and west of the parish along the M40/A40. Lewknor and Milton Common parish councils were discussing this in their parish council meetings.

Before the next meeting vision and objectives of the Neighbourhood Plan would be worked on this would lead the survey and future policies.

#### 42. Tetsworth Community Led Plan Action chart update

SODC had been impressed with the work done to date.  
The CLP would form part of the Neighbourhood Plan.

43. Village Environment

Parking issues on Cygnet Close would be raised with the PCSO.

44. Tetsworth Sports and Social Club

Invite to the July meeting.

45. Approval of attendance at OALC AGM on 4 July at 7:30pm

None were able to attend.

46. Correspondence

Items received for discussion and/or as previously emailed

- a) OALC May newsletter
- b) Mobile library service closure  
Home library could be provided if show need.
- c) Rural Services Network newsletter  
There was a move to charge fly tippers before prosecution.
- d) Oxfordshire Playing Fields Association Newsletter
- e) SODC waste tours  
Book 3 places.

47. Other Matters for Discussion

Items for the next agenda:

- Parish Council website
- Zero carbon building
- Local Plan 2032 Preferred Options

It was noted that there had been a disappointing turn out to the Annual Meeting of the Parish. Leaflets had been delivered to every property but the attendance was about five more people than last year.

48. Date of the Next Meeting - Monday 11 July 2016

49. To Close the Meeting The meeting closed at 9:53pm

**CHAIRMAN**

Actions:

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54/16	To write to Cunnane planning	DD	Letter drafted for sending.
55/16	Purchase office equipment VOIPfone local number VOIPfone router and handset external hard drive	DD	
56/16	Parking issues on Cygnet Close	KH	Report to PCSO