

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 11 July 2016**

Present: Cllr. Alan Martin (AM) – Vice Chairman in the Chair
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

50. Apologies for absence

- Apologies had been received from Councillor Harris.
- County Councillors Carter and Wilmshurst had also given their apologies.
- Representatives of Tetsworth Sports and Social Club had also given their apologies.

51. 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.*

There were none.

52. To APPROVE the Minutes of the Council Meeting held on 13 June 2016

RESOLVED: That the minutes of the meeting held on 13 June be approved as a correct record subject to the following typographical amendments-

Addition of words to minute 33: *Adult social care service scored in top 5 percent in **England***

Correction of spelling of name in minute 38.

53. Matters arising from the Minutes not on agenda

None

54. Public Questions

A resident had emailed the parish council about the new skate ramp. He asked if the parish council could set a time limit for its use as it had been used at about 10pm when it was dark. The letter was discussed. A sign could be erected requesting users respect neighbours or not use the equipment after dark, but there was no method of enforcement.

55. 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	Complete.
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.
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.
43/16	Freedom of Information policy	DD	On agenda
45/16	Invite TSSC to July council meeting	DD	Done. Given apologies.
46/16	Update emergency planning information and return to SODC	DD	Emailed TMH checking use of hall as place of safety. Had been discussed at last meeting.
51/16	To send a complaint letter to SODC regarding P16/S0725/LDE	MS/DD	Stage 2 complaint received and acknowledged by SODC.
52/16	To request maps of the parish from SODC	DD	Request emailed. Follow up email needed.
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. Sign not fixed.
54/16	To write to Cunnane planning	DD	Letter sent
55/16	Purchase office equipment VOIPfone local number VOIPfone router and handset external hard drive	DD	IN progress
56/16	Parking issues on Cygnet Close	KH	Report to PCSO

56. District Councillor's Report

Councillor Harrod presented his report. The following points were made:

- Local Plan 2032 Consultation- the council's preferred development site was Chalgrove Airfield. His view was that areas closer to Oxford, although in the green belt, could be preferable as the majority of the housing was required for the expansion of Oxford. There was currently very little detail about how the infrastructure near and in Chalgrove would be improved.
- He said that comments could be submitted as a parish council and individually.
- Contact details for reporting street issues.
- New Design Guide Consultation- deadline 29 July
- Update on grants made in the district.
- Neighbourhood plan updates

57. County Councillor's Report

Councillor Wilmshurst had sent a report which noted the following:

- The Grant Thornton report for Oxfordshire County Council was still expected at end of July 2016.
- A study which proposed new park and ride sites for Oxford had been published.
- Adult and child social care costs were nearly half of OCC's budget
- OCC had passed Ofsted's new harder inspection test for children's social services (of 87 inspected 64 had failed to get a "good" rating).
- The second phase of Better Broadband for Oxfordshire was underway.
- Grass verge cutting was only one general cut per year unless there were visibility splay issues.

58. Reports from Parish Councillors

a. Waste site meeting- Cllr Sanders

The visit was extremely informative and worth attending.

Visited Ardley near J10 on the M40.

It incinerated landfill waste to produce electricity. Now SODC and OCC do not put any waste into landfill. The site produced enough electricity to power Bicester.

59. To APPROVE a Publication Scheme and Freedom of Information Policy

A Freedom of Information policy and the ICO model publication scheme had been completed. The completion of these had provided a guide to areas that the council needed to provide more information, make information available electronically and review policies. The clerk had also registered Tetsworth Parish Council with the ICO as required. The annual fee could be paid by direct debit if it was approved.

RESOLVED:

- It was agreed to approve the publication scheme and associated Freedom of information policy.
- It was agreed to review the policy in annually in May.
- To agree to paying the ICO registration fee (currently £35.00) annually by direct debit. Two bank signatories signed the direct debit mandate.

60. To receive and APPROVE the Monthly Financial Report

- a. The monthly report was circulated. The bank mandate had been submitted but not yet updated. Therefore a bank reconciliation could not be produced. Concerns were raised about the profile of the spending due to the replacement of the skate ramp. The chairman had presented a report to the June meeting outlining the available funds for its replacement. Clarification about the funds would be sought. The clerk would submit a VAT reclaim as there was a reasonable amount to be repaid.
- b. Review Internal Auditor's report
Not yet received.

61. To APPROVE expenditure and sign cheques/approve electronic payment

Councillors requested that Swan Gardens be contacted about the delay in receiving invoices. It was part of their contract to invoice the council monthly for works carried out.

RESOLVED:

- To contact Swan Gardens and request invoices are sent monthly.
- To approve payment and authorise signatories for the following:

Swan Gardens- grass cutting and cobble weed spraying (March to June invoices)

	£991.32
Fearless Ramps- replacement skate ramp	£9180.00
UK Gravel and Stone- play area bark	£920.00
ICO Registration	£35.00
D Duke- salary and expenses	£284.85
HMRC	£70.00

62. To CONSIDER a response to the Draft Local Plan 2032 Preferred Options

The clerk would send a reply from the parish council as a whole and councillors were encouraged to send individual replies.

RESOLVED:

To submit the following responses to questions:

Q4. Do you agree with the proposed distribution of housing around the district?

There are already planning permissions within the parish that will increase the number of dwellings by over 5 percent. Therefore the local plan should not allocate any more housing to Tetsworth parish.

Q5. Do you agree with our choice of Chalgrove Airfield as the preferred Strategic Allocation and if not, what changes do you suggest?

The parish council did not agree with the selection of Chalgrove Airfield. However, it also did not feel that Harringtons was a suitable preferred site and should be dismissed. An alternative option would be to reassess areas around Oxford.

63. To CONSIDER a report and APPROVE future work to the Parish Council website

A report had been circulated that listed the pages and current content of the website. The clerk told councillors that there was some work to be done to ensure compliance with the Transparency Code. This would be completed first, then adding other council documents to provide more information electronically. The website stated an aim that it could be a

community site, but the clerk said that controls to access would need to be considered. It may be better to keep it a parish council website that signposted to other sites or information.

ACTIONS: For the clerk to update the website in line with Transparency Code requirements.

64. To CONSIDER information as required about the Oxfordshire Unitary proposals

No actions or issues to consider at this meeting. To leave the item on the agenda for future meetings.

65. PATCH/Skatepark

a. Consideration of purchase of replacement play equipment

The budget would need to be assessed with regard to this.

b. Update from HB for PATCH and Skatepark

- The bark had been spread on the PATCH.
- Some complaints had been received that the size of the bark was 40mm not the previous 20mm.
- It was likely that more bark would be needed. To be assessed with the budget requirements.
- The new skate ramp had been installed.
- The metal railing had not been installed on the top and the ramp was being climbed.
- There was some water pooling on the ramp when it rained.
- Noise complaints had been received.

RESOLVED: To contact Fearless Ramps about the missing railings and noise issues.

c. Annual Inspection arrangements

Weekly inspections were kept in written format.

RESOLVED: HB to contact the usual contractor.

66. Planning

To APPROVE responses to the following Planning Applications:

a. P16/S1942/FUL Mounthill Farm 19 High Street Tetsworth OX9 7AD

Removal of condition No. 5 of Planning Permission P81/N0377-That the occupation of the existing dwelling, Mount Hill shall be limited to a person wholly employed or last employed, locally. (Erection of a single storey agricultural workers dwelling with integral garage. Access)

RESOLVED: Councillors requested more information about the application. It was not clear from the documentation which property the removal of condition 5 related to or what the section in brackets "erection of a single storey agricultural workers dwelling with integrated garage. Access" meant in relation to this application.

The clarification was needed because at the parish council meeting on 13 June the following application was commented on: P16/S1717/MPO.

Councillors do not completely understand what all the planning applications are for and how they all relate to one another.

SODC planning officer will be contacted to provide clarification.

b. P16/S1835/LB P16/S1904/FUL The Old Forge High Street Tetsworth OX9 7AB

Change of use and conversion into a two bedroom dwelling.

- Correspondence from agent reference the parish council noticeboards

RESOLVED: General support of the application.

However, land ownership issues at the end of the parking area, gravelled area, need to be reconciled with the Memorial Hall.

Consideration to the types of openings for the windows on the southern side of the dwelling (adjacent to the Memorial hall outside space) may need to be carefully considered to avoid conflicts (injury of users on the land of the Memorial Hall or damage caused by them if the windows were outward opening).

- c. P16/S2006/HH, 2 Victoria Gardens, Tetsworth, OX9 7DG
Erection of a rear glass roof garden canopy, laminated clear glass with aluminium roof beams (21/7)

RESOLVED: No objections or comments

- d. P16/S2168/LB, for development work at the following location: The Swan 5 High Street Tetsworth
Repairs to building. (4/8)

RESOLVED: Support the application for the works to be carried out.

- e. P16/S2240/FUL, for development work at the following location: Sydenham Grange Farm Thame Park Road Thame (26/7)
A grain drying and storage facility consisting of a building to house a grain reception pit, loading out area and continuous flow grain drier; two wet grain hopper silos and four flat bottomed storage silos each with the capacity of 475 tonnes of wheat.

RESOLVED: No objections.

To NOTE Planning Decisions made by SODC:

- f. P16/S1285/HH 19 Elm Close Tetsworth OX9 7AP
Erection of two-storey side extension.

- Granted with conditions. The parish council supported the application.

- g. P16/S1254/FUL Land rear of Denham House 62 High Street Tetsworth OX9 7AB Proposed detached three bedroom dwelling with parking and garden. (As amended by plan J548/202-A to demonstrate vision splays and to widen width of access).

- Granted with conditions. Parish council supported the application.

- h. APP/Q3115/W/15/3136319 P14/S3524/O Mount Hill Farm, High Street, Tetsworth, Oxfordshire OX9 7AD

Erection of 39 dwellings with associated parking, new vehicular access and estate roads and a new school building and associated outdoor space.

- Appeal granted, costs not awarded

To RECEIVE Planning Correspondence/Information:

- i. New South Oxfordshire Design Guide Review 2016 consultation response
Councillors were requested to respond individually.

The term “sustainable” was too vague and not clearly defined what it would require from developments to be considered to be sustainable.

- j. Tetsworth Glebe Land correspondence
Noted that there was a covenant on this land for its future use.

67. To RECEIVE an update about the Tetsworth Neighbourhood Plan
None provided to this meeting.

68. To CONSIDER a report on Zero carbon building

Councillor Sanders presented a report about Zero carbon building. She asked council to request that this be considered within the Neighbourhood Plan.

RESOLVED: To forward the report to the Neighbourhood Planning Committee for inclusion within their work.

69. To RECEIVE an update about the Tetsworth Community Led Plan

None received.

70. To CONSIDER any issues about the Village Environment
There had been an oil spill on the Jitty Path.

71. Tetsworth Sports and Social Club

Invited to attend the meeting but apologies given.

It was noted that;

- The Queen's Celebration went well despite the weather
- The club was doing well but needed to encourage membership.
- The parish council had given a grant for maintenance of the green, details of this would be checked.

72. Correspondence

Items received for discussion and/or as previously emailed

- a. Police and Crime Commissioner survey- closing date 30 September
 - Reply to individually if wanted.
- b. Bus subsidy info from Thame Town Council
 - Thame had looked into options for providing subsidies for buses 120/121/123/124. The bus companies would only consider a two day a week service that required unsustainable subsidies from parish councils.
- c. OALC June update
- d. Driverless vehicle testing workshop
- e. Rural Opportunities Bulletin
- f. Town and Parish Unitary meeting slides (Survey closed 8 July)

73. Other Matters for Discussion

None

74. Date of the Next Meeting - Monday 12 September 2016

75. To Close the Meeting The meeting closed at 9:34pm

76. Open Forum

CHAIRMAN

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
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.
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.
46/16	Update emergency planning information and return to SODC	DD	Emailed TMH checking use of hall as place of safety. Had been discussed at last meeting.
51/16	To send a complaint letter to SODC regarding P16/S0725/LDE	MS/DD	Stage 2 complaint received and acknowledged by SODC.
52/16	To request maps of the parish from SODC	DD	Request emailed. Follow up email needed.
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. Sign not fixed.
55/16	Purchase office equipment VOIPfone local number VOIPfone router and handset external hard drive	DD	IN progress
56/16	Parking issues on Cygnet Close	KH	Report to PCSO
57/16	Contact Fearless Ramps about the missing railings and noise issues	KH	
58/16	contact the usual contractor about play area inspections	HB	
59/16	Update the council's website in line with Transparency Code requirements	Clerk	
60/16	forward the Zero Carbon building report to the Neighbourhood Planning Committee for inclusion within their work.	MS	
61/16	parish council had given a grant to TSSC for maintenance of the green	Clerk	Check details from last year