

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 9 January 2017**

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

Officer: Debra Duke (DD)

Members of the Public: There was 1

183. Apologies for absence
Apologies were received from Cllr Bottone.
184. 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.
185. To APPROVE the Minutes of the Council Meeting held on 12 December 2016
RESOLVED: the minutes of the meeting held on 12 December 2016 were approved as a correct record and signed by the Chairman.
186. Matters arising from the Minutes not on agenda
The Community Payback scheme had started work on the PATCH.
187. Public Questions
None received.

188. Update of Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/MS	Summer & winter photos being digitised
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	OCC had served a planning contravention notice. KH contacted again to check what had happened. No response will chase.
070/16	Arrange initial tasking meeting with Philip Hughes	KH/MS	Meeting taking place 8 Feb 2017.
75/16	To write an article for the newsletter asking for volunteers to weed the play area.	Clerk	Spring/Summer 2017

76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	Community Payback scheme completing this. REMOVE
77/16	To check the budget for remaining funds available for maintenance of the PATCH.	Clerk	Weeds needed clearing first. Within 2017/18 budget considerations.
84/16	Warnings would be stencilled onto the ramp	HB	To be completed.
86/16	To send a further letter to those residents with more detail to help identify the issues.	MS/DD	To be completed.
88/16	Insurance for volunteers was required who undertook work for the parish. This would be kept under review	DD	Ongoing, may impact Neighbourhood Plan. Raised with NP Sub Cttee. REMOVE from list
90/16	To contact Swan Gardens for a quote for additional maintenance work		COMPLETE.
91/16	To reply to SODC that the parish council did not object to the payphone removal or wish to adopt the phone box.		COMPLETE
92/16	To write to the school asking for a letter to be sent to every child	Clerk	Draft a letter
93/16	Use the PATCH budget to purchase more bark.		Feb 2017
94/16	To include an agenda item about replacement equipment for PATCH		Agenda item Jan 2017
95/16	P16/S2350/O To send an additional objection to SODC objecting on the grounds of the construction of the bund and the resulting feature of the sound mitigating bund.		COMPLETE
96/16	If application P16/S2350/O was considered at committee to request to speak.		

189. District Councillor's Report

- Within the report there was mention of availability of grants, that may be applicable to the PATCH. Parish councillors said they would support any grant application but would be unable to take on all of the work involved.
- The Local Plan would be in draft form by the end of March. There would not be a second consultation on the preferred options.
- The structure of local government debate continued.
- There was no update about the gypsy and traveller consultant from SODC.
- The parish council reported that they felt that they did not receive all planning paperwork.

190. County Councillor's Report

None

191. Reports from Parish Councillors

a. Chalgrove Development Opposition Meeting - 20 Dec 2016- PC
Councillor Carr and John Gilbert had attended the meeting attended by parish councils affected. SODC was proposing Chalgrove as first choice for housing development, with Harrington still a possibility. It was suggested that during the budget discussion the council consider making budgetary provision to challenge Local Plan proposals. A working group would be meeting to consider the next steps that could be taken.

b. Parish councillors were concerned about the development of an outbuilding within the garden of 31 Marsh End. Concerns were raised about: the development being completed under permitted development rights; the heights; a veranda, was not normally permitted on a garden building; the proximity to the boundary; and removal of the hedge bordering the Common.

RESOLVED: To write to SODC planning enforcement to raise concerns.

192. To DISCUSS and RESPOND to SODC Developer Contributions Supplementary Planning Documentary Consultation

RESOLVED: To respond to the consultation that the paper does not mention noise pollution although it does mention air pollution.

193. To DISCUSS and RESPOND to SODC CIL Draft Charging Schedule Consultation

It was not clear which zone Tetsworth was within. No comments to be made.

194. To DISCUSS grazing rights on the Village Green

a. To arrange a meeting of the Village Green Committee for February

A telephone call had been received by the parish council about grazing rights on the Village Green. A copy of a letter from Bullingdon rural District Council dated 5 May 1972 had been sent to the Chairman. A meeting of the Village Green Committee would be arranged before the next parish council meeting to discuss the issues. In the meantime the parish council would check documents it held, land registration documents and seek legal advice.

RESOLVED:

- To hold a Village Green Committee meeting at 7pm on Monday 13 February 2017
- To respond to formally acknowledge receipt of the information.

195. To RECEIVE and APPROVE the Monthly Financial Report

a. To CONSIDER any insurance requirements for the Community Payback scheme
Queries about insurance had been confirmed as adequate.

Confirmation had been received that the insurance the parish council had and the insurance held by the Community Payback scheme were adequate for the works.

b. To APPROVE training for the clerk for End of Year/Audit processes (OALC cost £35)

RESOLVED: To approve attendance at training on 18 January at a cost of £35 plus VAT £7

196. To CONSIDER a budget report for 2017/18.

a. To APPROVE the budget for 2017/18

A draft budget was presented. The following points were made:

- Following the meeting about the draft SODC Local Plan it was suggested that the budget for S137 be increased in case the council considered it appropriate to financially support representations on behalf of the parish. The increase in this budget line would be within the financial limits of this spending (for 2016/17 a total of £7.42 per elector). This budget line was set at £2300.
- Village Green maintenance (paid to TSSC) was retained at £1000
- A quote had been received from Swan Gardens about additional work for the parish. It was suggested that the council did not contract Swan Gardens to

provide weekly checks for the play area, but request monthly checks. They would need to undertake ROSPA training which they would have to fund.

- Parish councillors could continue the weekly checks and associated record keeping. It would need to be confirmed that this was suitable for managing the council's risks.
- For other maintenance work the parish council would request quotes as it was required.
- The parish council was aware that the PATCH play equipment would need substantial investment or replacement in the next few years. This would need to be budgeted for. However, an earmarked reserve provision was not made in the budget at this point.
- War memorial maintenance was increased to £100 to cover costs as it was overspent this year.
- The National Joint Committee had agreed salaries for parish clerks for 2017/18. This was a 1 percent increase, to be formally approved by the parish council.
- Information received from the council's insurance provider had recommended increasing insurance budgets by 10 percent.
- Training budget was increase by £35 to £100 in order to be able to provide opportunities for the clerk and councillors.
- Last year (2016/17) the budget had been set at £18,327; the proposed budget for 2017/18 was £19,471. This was an increase of £1,144 or 6 percent.

RESOLVED:

- To approve a budget for 2017/18 of £19,471
- b. To APPROVE a precept for 2017/18
- It had been agreed (minute 170b) that the precept for 2017/18 should equal the council's proposed budget.
 - The budget for 2016/17 had been £18,327 and the precept had been £15,200.
 - In 2016/17 the budget had exceeded the precept by £3127.
 - The difference between the budget and the precept was funded from the council's reserves.
 - It was not sustainable for the council to use reserves in this way.
 - The council had general fund reserves at 1 April 2016 of £8417. Removing the budget difference resulted in general reserves of £5290. This was low for the size of the annual budget.
 - The council tax base had also decreased by 1.3 dwellings for 2017/18
 - For 2017/18 the change to raise a precept equal to the budget would result in an additional £14.56 per annum for a Band D property.
 - The percentage increase was 28.66 percent.
 - The Government had not imposed a cap on local councils raising their precepts for this financial year, but following the consultation on this subject most expected this to happen in the future. If the council was capped on its ability to raise the precept it could result in the parish council being unable to continue to undertake the business it currently did.

RESOLVED: To request a precept of £19471.00

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

RESOLVED: To approve payment and authorise signatories for the following:

- | | |
|-------------------------------|---------|
| • Salaries and expenses | £359.85 |
| • Councillor expenses | £15.75 |
| • HMRC | £5.60 |
| • Swan Gardens (Sept and Oct) | £643.80 |
| • OALC (training) | £42.00 |

198. To CONSIDER information as required about the Oxfordshire Unitary proposals
a. Stakeholder update received 14 December 2016
199. PATCH/Skatepark
a. Update from HB for PATCH and Skatepark
Community Payback had commenced work.
200. Planning

To DISCUSS the following planning appeal and APPROVE any actions as required:

- a. P15/S3936/FUL Land adjacent London Road Tetsworth Oxon OX9 7BB
Change of use from agricultural land to provide; Proposed traveller site with provision for twelve individual plots with individual parking, individual amenity, shared paddock / amenity space and bin storage areas
Aidan Lynch had met SODC planning officers in place of the Chairman who had been unavoidably detained.

To APPROVE responses to the following Planning Applications:

- b. P16/S2751/O 10 Silver Street Tetsworth OX9 7AR Outline application for the erection of six detached single and two-storey dwellings including matters of layout and access together with additional parking for existing properties and all other matters reserved (proposed layout altered and additional information provided in the form of dimension details of access, Arboricultural and Planning Integration Report and Tree Protection Plan as shown on amended plans and documents received 12th December 2016).
RESOLVED: To object to the planning application due to access and parking arrangements and the turning circle.
- c. P16/S4128/HH, 2 Parkers Hill Tetsworth
2 small single-storey extensions, one to the side of the existing building and the other to the rear of the existing building
RESOLVED: To support the planning application.
- d. P17/S0003/HH Longdew Thame Road Tetsworth Single storey extension to rear of garage.
RESOLVED: To support the planning application.

To NOTE Planning Decisions made by SODC:

- e. P16/S3638/T56, Mount Hill Farm 19 High Street Tetsworth Removal of existing 15 metre high Lattice Tower and relocation of replacement 15 metre high Swann Lattice Tower Mast 100 metres to the north APPROVED- the parish council: No objection
- f. P16/S3559/FUL Mounthill Farm 19 High Street Tetsworth Erection of two agricultural buildings and associated works. APPROVED the parish council recommend for approval subject to a condition that the buildings were for agricultural use only
- g. P16/S3598/HH 10 Silver Street Tetsworth OX9 7AR A single storey timber garden outbuilding APPROVED; the parish council recommended approval
- h. P16/S2657/FUL Land Adjoining Former Greyhound Kennels Judds Lane near Tetsworth OX9 7AD Use of land for the grazing of horses, together with erection of stable building and horse walker, and formation of manege .APPROVED; The parish council supported the application

To RECEIVE Planning Correspondence/Information:

- i. Email from Copsey ref P16/S2350/O
This email had been received following the December meeting. It raised concerns about the traffic calming that had been proposed.

j. P16/S2350/O

It was agreed to submit further comments and objections to the application.
RESOLVED: To send further objections and comments about site access, flood risk, public transport and financial support for public spaces.

201. To RECEIVE an update about the Tetsworth Neighbourhood Plan

John Gilbert and the Chairman would be attending a Neighbourhood Plan conference on 20 January.

It had been agreed by the Neighbourhood Planning Steering Group that it had agreed to revert to the parish boundary for the Neighbourhood Area. Lewknor parish council had objected to the area within their parish being included. Including that area would preclude it from being included in a Lewknor neighbourhood Plan, as areas could not be in multiple plans. It would also permit Lewknor parish council to comment on Tetsworth's Neighbourhood Plan.

202. To CONSIDER any issues about the Village Environment

None.

203. Correspondence

Items received for discussion and/or as previously emailed

- a. High Sheriff Award Nominations - noted
- b. GO Active Gold update - noted
- c. SODC Recycling rates - noted

204. Other Matters for Discussion

205. Date of the Next Meeting - Monday 13 February 2017

206. To Close the Meeting The meeting closed at 9:40pm

207. Open Forum

Actions

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/MS	Summer & winter photos being digitised
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	OCC had served a planning contravention notice. KH contacted to check what had happened. No response will chase.
75/16	To write an article for the newsletter asking for volunteers to weed the play area.	Clerk	Spring/Summer 2017
76/16	To advertise for volunteers to help weed the PATCH on social media and email distribution lists.	Clerk	Community Payback scheme completing this. REMOVE
77/16	To check the budget for remaining	Clerk	Weeds needed clearing first.

	funds available for maintenance of the PATCH.		Within 2017/18 budget considerations.
84/16	Warnings would be stencilled onto the ramp	HB	To be completed.
86/16	To send a further letter to those residents with more detail to help identify the issues.	MS/DD	To be completed.
92/16	To write to the school asking for a letter to be sent to every child	Clerk	Draft a letter
93/16	Use the PATCH budget to purchase more bark.		Feb 2017
94/16	To include an agenda item about replacement equipment for PATCH		Agenda item Jan 2017
96/16	If application P16/S2350/O was considered at committee to request to speak.		
01/17	To hold a Village Green Committee meeting at 7pm on Monday 13 February 2017	Clerk/KH	Invite Committee members
02/17	To respond to Mr Nixey to acknowledge receipt of letter	Clerk	
03/17	SODC Developer Contributions Supplementary Planning Documentary Consultation To respond that the paper does not mention noise pollution although it does mention air pollution.	Clerk	Online response form
04/17	End of Year/Audit process training on 18 January	Clerk	Attendance, report back
05/17	To request a precept of £19471.00	Clerk	Paperwork to be sent to SODC
06/17	P16/S2350/O To send further objections and comments about site access, flood risk, public transport and financial support for public spaces.	Clerk/MS	Submit letter
07/17	Write to SODC Planning enforcement re 31 Marsh End	Clerk	Submit letter