

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 13 February 2017**

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

Officer: Debra Duke (DD)

Members of the Public: There were 3

208. Apologies for absence
County Councillor Nick Carter had passed on his apologies.

209. 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.

210. To APPROVE the Minutes of the Council Meeting held on 9 January 2017
RESOLVED: the minutes of the meeting held on 9 January 2017 were approved as a correct record and signed by the Chairman, subject to the following amendments:

- Minute 194: A telephone call had been received not a letter. Add that a copy of a letter from Bullington Rural District Council dated 5 May 1972 had been sent to the Chairman.

211. Matters arising from the Minutes not on agenda
None

212. Public Questions
None received.

213. 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 to check what had happened. No response will chase. Officer had visited and was satisfied that clean waste was being used as required.
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.		Apr/May 2017 once the ground was drier
94/16	To include an agenda item about replacement equipment for PATCH		Not at this time.
96/16	If application P16/S2350/O was considered at committee to request to speak.		Continue
01/17	To hold a Village Green Committee meeting at 7pm on Monday 13 February 2017	Clerk/KH	Invite Committee members COMPLETE
02/17	To respond to Mr Nixey to acknowledge receipt of letter	Clerk	COMPLETE
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 COMPLETE
04/17	End of Year/Audit process training on 18 January	Clerk	Attendance, report back; ON AGENDA
05/17	To request a precept of £19471.00	Clerk	Paperwork to be sent to SODC COMPLETE
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 COMPLETE
07/17	Write to SODC Planning enforcement re 31 Marsh End	Clerk	Submit letter. COMPLETE reply received 01/02

214. District Councillor's Report

Councillor Harrod had circulated a report.

He said that the unitary proposals also included proposals for One Oxfordshire as a method of retaining local decision making and including parish councils in governance. Information sessions had been organised. The reorganisation would not be complete in time for the 2018 elections.

The draft local plan would be published at end of March 2017. There would not be a second consultation on the preferred options.

215. County Councillor's Report

None received.

216. Reports from Parish Councillors

A meeting had been held with the planning consultant employed on behalf of the village.

217. To CONSIDER a response to Oxfordshire's health and care services - The Big Consultation - Phase 1

No response.

218. To CONSIDER a response to the SODC Statement of Community Involvement consultation

The Chairman had completed this as an individual. Others were also encouraged to complete as individuals. No parish council response.

219. To DISCUSS grazing rights on the Village Green

A meeting of the Village Green Committee had taken place. The telephone call to the Chairman had requested that the grazing rights be rented or bought from Jim Nixey as the previous agreements had ended. Evidence had been found from parish council files, TSSC minutes and OCC records. The paperwork found stated that the grazing rights had been sold in 1983 to TSSC. The Village Green Committee had been established at this point.

RESOLVED: To write to Jim Nixey to inform him that the evidence available detailed the sale of all grazing rights to TSSC in 1983.

220. To RECEIVE and APPROVE the Monthly Financial Report

With only 6 weeks until the end of the financial year the following points were made about expenditure to date:

- Donations underspent by £650
- Tree underspent by £760
- PATCH underspent by £898; however, this money had been allocated to purchase bark chippings. This would now be purchased after the end of this financial year to ensure it was done in better weather conditions.
- Village hall rental had overspent due to receiving 3 years worth of invoices in April 2016.
- A VAT reclaim would be submitted in March.

a. To RECEIVE a report from Audit training

The clerk reported that the training had been useful and items were on this agenda to ensure that the council was conducting itself in accordance with best practice.

221. To REVIEW and APPROVE the council's financial regulations

The Financial Regulations were approved in October 2015. The clerk presented an updated version that included the following amendments:

Amend 1.8 as Clerk has been appointed as RFO

Insertion of paragraph 1.10

Confirm amount in 1.14 *this was confirmed*

Insert paragraph 4.3

Insert paragraphs 6.7 to 6.15: Internet banking

RESOLVED: The amendments to the Financial Regulations were approved.

222. To REVIEW and APPROVE the council's risk assessment

The council's risk assessment had last been updated in February 2015. The clerk presented an updated version that included the following amendments:

2.5 Insert paragraph about a Neighbourhood Plan (NP)

3.2 updated names

13 New section about council records

The section about council records had been added due to the purchase of a council laptop.

RESOLVED: The amendments to the Risk Assessment were approved subject to the addition of the following sentence: Back ups of electronic data is made onto a portable hard drive at least monthly. The portable hard drive would be held by a councillor.

223. To CONSIDER and APPROVE Internal Control procedures and checklist

The parish council currently inspected each invoice before making payment and checked bank statements monthly. However, it did not formally record these checks and did not carry out some other useful checks. A checklist would provide guidance for councillors and the RFO. It was agreed that the checklist should be completed quarterly and be reported formally to a parish council meeting once completed.

RESOLVED: To approve the Internal Control checklist and that it be completed quarterly and reported to the next parish council meeting.

224. To APPROVE the appointment of an internal auditor

The clerk had confirmed that Roger Symes was available to undertake the internal audit for Tetsworth Parish Council. He had undertaken the internal audit for Tetsworth Parish Council previously.

RESOLVED: To appoint Roger Symes to undertake the Internal Audit for Tetsworth Parish Council for 2016/17.

225. To APPROVE the start of the declaration of compliance for the Pensions regulator

As an employer the parish council was required to confirm that it was meeting pension requirements. The employee did not earn enough to automatically qualify for the council to provide a pension. The council's employee could request a pension but had indicated that they would not be. The clerk would start the declaration to confirm compliance.

RESOLVED: To start the compliance declaration.

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

a. As notified before the meeting

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

- Salaries and expenses £344.20
- SODC dog bins £37.68
- HMRC £5.60
- Devey Tree Care £240.00

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

Councillor Carr would be attending a session about the proposed unitary council, One Oxfordshire, at Witney Town Council on Wednesday 22 February. A report would be presented to the next parish council meeting.

228. PATCH/Skatepark

a. Update from HB for PATCH and Skatepark

Councillor Saunders had found grant information that might be useful for the PATCH. Councillor Bottone said that there might be a volunteer to take on some of this work. They would be contacted and information provided.

b. To APPROVE purchasing bark for PATCH

Bark would not be purchased until later in spring as the area needed to dry out first.

229. 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

A meeting had been held with the planning consultant employed on behalf of the village.

To APPROVE responses to the following Planning Applications:

- b. None at time of agenda publication

To NOTE Planning Decisions made by SODC:

- c. None received since last meeting.

To RECEIVE Planning Correspondence/Information:

- d. P16/S2350/O - High Street, Tetsworth

The planning officer was keeping the council informed. A new drainage report from the applicant was expected soon and then a decision on the planning application could be made.

- e. P16/S2957/FUL

At the meeting on 12 September 2016 the parish council had submitted comments about the application and had requested that the access be made through an approved development site. The planning officer had replied that this was not possible as the land was in separate ownership. The parish council agreed to rescind their objection to the development but requested time restrictions for construction traffic.

RESOLVED: To submit the following comments

Tetsworth Parish Council regularly has its attention drawn to the safety risks associated with children being delivered to and collected from the primary school, who's entrance is in Judds Lane.

It is this potential mix of school traffic with the construction site, rather than the eventual dwellings that decided the Council to recommend refusal of the construction of two more properties on the Mount Hill Farm site.

It was agreed, in the Parish Council meeting held on Monday 13th February, that the Council would agree to withdraw its objection to development if provision is made in the conditions that include a prohibition of construction vehicles using the Judds Lane access during the morning and afternoon when children are being delivered and collected from school.

The times would be 8.30 to 9am and 3 to 3.30 pm. It is also important that the entry to Judds is reinstated once development is complete.

It is appreciated that a short length of Judds Lane is maintained by OCC and is considered to be part of the highway, however, the development at the Kennels has already increased vehicular traffic on what is essentially a bridle path. The village is concerned that the current bridle path status is maintained and the road does not turn into a "rat run" to Thame through Morton village.

230. To RECEIVE an update about the Tetsworth Neighbourhood Plan

John Gilbert gave an update on progress. He had attended a Neighbourhood Planning meeting and written a report which would be circulated to parish councillors.

The Neighbourhood Plan would begin to have weight within planning terms once it was submitted in a draft form.

The area had been approved in order to apply for funds. The area would be amended and was currently being consulted on. The area would be the parish council boundary.

SODC had been asked if the 39 houses that had been granted planning permission at Mount Hill Farm could be counted within the Neighbourhood Plan's contribution to housing stock.

231. To APPROVE the Neighbourhood Plan Questionnaire
The questionnaire was being developed. The questions were being carefully considered to ensure they were not leading but provided usable answers.
232. To CONSIDER any issues about the Village Environment
- a. To CONSIDER participating in the Big Spring Clean 3-5 March
The parish council were currently making use of the Community Payback scheme so would not participate in this.
 - b. To CONSIDER issues relating to the ditch adjacent to the Swan Antiques Centre
Water had not been draining off the road. The ditch adjacent to the road had been dug out and water had drained that way the next day. Swan Antiques Centre had said they would dig out the ditch to the edge of their boundary.
233. Correspondence
Items received for discussion and/or as previously emailed
234. Other Matters for Discussion
Some complaints had been received about a van parking on the pavement near 26/28 high Street. The PCSO would be informed.
- Knapp Cottage documents had not been received back from the Land Registry.
235. Date of the Next Meeting - Monday 13 March 2017
236. To Close the Meeting at 9:12pm
237. Open Forum

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04/17	End of Year/Audit process training on 18 January	Clerk	Attendance, report back; ON AGENDA
08/17	Internal Control procedures and checklist to be completed	All	March 2017
09/17	To write to Jim Nixey to inform him that the evidence available detailed the sale of all grazing rights to the TSSC in 1983.	Clerk	
10/17	To appoint Roger Symes to undertake the Internal Audit for Tetsworth Parish Council for 2016/17.	Clerk	Appointed.
11/17	To start the pensions regulator compliance declaration.	Clerk	
12/17	One Oxfordshire report	PC	From session on 22 Feb
13/17	P16/S2957/FUL submit the following comments	Clerk	COMPLETE
14/17	Neighbourhood Planning meeting report circulated to parish councillors	KH	
15/17	Inform PCSO about parking on pavement near 26/28 High Street	Clerk	