**Minutes of the Meeting of**

 **Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 11th December 2017**

**Present:**

1 member of the public

Cllr Karen Harris – Chair (KH)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr Marjorie Sanders (MS)
Cllr David Nixey (DN)

**Officer:**  Clare Devey (CD)

193.  **Apologies for Absence**

Cllr Sue Rufus (SR)

194. **To receive Declarations of Interest and Dispensations**

*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 were received

195. **To Approve the Minutes of the Council Meeting held on the 13th November 2017 and also the minutes of the Budget meeting held on the 5th December to be signed as a correct record.**

Resolved: The minutes of these meetings were approved as a correct record and signed by the Chairman.

196. **Matters arising from the minutes not on the Agenda**

KH has spoken to Mr & Mrs Armstrong from Knapp Cottage and advised that the PC cannot approve the changes to the drainage that they wish to make which would be on common land. KH advised them that they would need to contact the Secretary of State for permission to carry out the work.

197. **Public Questions.**

None

198. **Update of Actions list**

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| --- | --- | --- | --- |
| Ref. | Action Required | Resp. | Progress |
| 040/15 | The task of undertaking the tree survey in future will be passed to another councillor. | AM/MS | Huw Devey has volunteered to take on the tree survey and will liaise with Marjorie after Christmas |
| 32/16 | Contacted OCC/SODC Environment over materials at the Gate House development site. KH contacted H. Rose on the 20th Aug. She agreed to go to site before 1st Sept. – No proof of any activity on site.KH to chase up H. Rose - SODC Enforcement in writing.. | KH | New complaint raised – use as a brownfield site no evidence of building a menage/tack room/stables. Hearsay that the pond containing the G.C. Newts has been filled in.H. Rose agreed to a new investigation.No information yet received.Caroline Newman will speak to H.Rose concerning this.Still awaiting an update |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibilities to maintain the ditch & hedge. | KH | KH to visit Mr Keane the owner of the Swan. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common.  | MS | Actions to be carried out:Confirmation of boundary - SODC are responsible for historic hedge. Householder will be told to submit retrospective planning application to SODC .Hedge to be replanted and bridge removed. - SODCOnce this is done TPC solicitor to write to all with boundaries to the Common to remind them that they cannot remove the hedge and must block their access to the Common.Jeanette Matelot/Caroline Newman to chase up.Still awaiting an update. |
| 29/17 | To combine all documentation relating to common land, grazing rights, access, trees etc to be retrieved from the archives, collated and all agreements finalised. | MS & AM | Room in Memorial Hall to be made available to assist in checking the archives. In progress. MS & KH will look into scanning the documents. |
| 65/17 | A Community plan in case of emergency should be established. (Town & Parish resilience) | AM | Liaise with the Memorial Hall/TSSC etc for access. Create an action plan.In progress |
| 75/17 | Ditch & Culvert at entrance to Marsh End. Email received from D. Baldwin of Monson on behalf of SODC requesting information on ownership on sections of the ditch. | CD | TSSC owned by TPC but not the land. Unsure of other ownership. Asked D.Baldwin to check the Land Registry. Awaiting an update. |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | JB will action this when he can. |
| 184/17 | To discuss whether a brick or bricks should be purchased to be placed on the wall of the Memorial Hall to commemorate the PWL that made the build possible. | CD | CD to check the date of the PWL & £10K donation and include the cost of the bricks in the next Agenda for approval |
| 185/17 | HB to cost out the revamp of the garden around the War Memorial | HB | HB reported estimated cost of approx. £259.004 Pots x £30 = £1201 ton bag of pea shingle – £139.00To be actioned next year (2018) |

199. No reports received

**Finance**

200. **To Receive and Approve the Monthly Finance Report**

Approved

201. **Quarterly Check List to Approve**

Approved and Signed by KH

202. **To Approve Expenditure**

Lexis Nexis £64.00

C. Devey £452.18

203. **To Approve the Budget & Precept for 2018/2019**

Approved. The Budget for 2018/19 and the increase in Precept of 2.25% was approved unanimously by a show of hands.

It was noted that the increase in Precept was due to the 1% increase in wages for the Clerk due to take effect from April 2018 and also the increase in the Clerk’s hours from 30 hours per month to 36 hours per month.

TSSC had sent a finance report showing the total charge of maintaining the green for the year was £2717.00.

Approved. That TPC continue to give TSSC £1,000 per year for the upkeep of the green.

**PATCH**

204. HB reported from the last meeting of the working party that they are ready to order the largest new piece of equipment for the play area. The cost is £8700.00. Installation will be done free of charge by 2 members of the working party whose business is playground installation.

HB has suggested to the working party that the new fencing and surfacing and the biggest piece of new play equipment be installed and then add more equipment if there is any money left over. Any play equipment that is not in the way of the new equipment will be left in place until enough money is raised to replace it.

The adult equipment will need to be installed outside the play area as it should not be used by children.

The life expectancy of the new equipment is approximately 15 years.

The total amount of fundraising is currently £33450.00

The name of the working party has been changed to “Friends of Tetsworth Community”. They intend to continue fund raising for other projects once the play area is complete. They will open their own bank account for this purpose. However, for the play area the equipment will be purchased by the Parish Council so that the VAT can be reclaimed.

The grants from Tesco and Asda will not be received until March 2018.

It was agreed that all Parish Councillors should be trained to carry out the play area inspection. It was unfair to expect HB to do it every week. Those that have not already been trained should take a course when one becomes available and a rota should be set up so that each councillor carried out an inspection every 6 weeks.

KH requested that work on the skate ramp should be including in next month’s agenda.

**Planning**

205. **Appeal for P15/S3936/FUL Land adjacent to London Road Tetsworth OX9 7BB**

The new hearing date is likely to be May/June next year. There has been no communication from SODC.

Traffic monitoring has been put in place by an unknown party on the A40 in the vicinity of the Travellers site’ preferred entrance.

206. **Appeal for P16/S2350/O - 60 dwellings - High Street, Tetsworth**

The PC response has been submitted. There is no further news.

207. **P17/S3934/HH**

**Removal of 2 existing outbuildings and construction of a new garden outbuilding.**

**Address: Model Cottage 4 Back Street Tetsworth OX9 7AA**

The Planning Application was accepted unanimously by show of hands.

208. It was noted that the footpaths across the Oxfordshire Golf Course are being diverted to make them safer for users. The notification was put on the PC notice board as required. No further action needed.

209. **Update on Tetsworth Neighbourhood Plan.**

JG hopes that the 4th version of the Village Character assessment will be accepted by the Steering Group at their next meeting. It identifies the specific sites and “specialness” of the village. This is needed to underpin the policies within the Neighbourhood Plan that make it specific to Tetsworth.

Site Allocation – The intention of the SG is to have the Mount Hill Development as the approved site. All other potential sites will need to be assessed. AECOM are to undertake the independent assessment. The assessment will take place in December or January. It has been established that it will take 2 months to complete. The site allocation assessment is necessary to give the Neighbourhood Plan sufficient substance. It will be published in February.

210. **Village Environment**

The parking space outside Pond Villa is in a poor state. The residents of Pansole Villas have permission to park there but there should be no others using the area to park. The PC does not have any money for the cost of repairs. It was suggested that either the residents of Pansole Villas, the village green maintenance team or the owner of the Green could make repairs.

MS will write to Highways at OCC and also to the County Councillors about the appalling state of Parkers Hill. The road is now very dangerous as the spring water is now freezing and the road is icy all the way down to Elm Close.

211. **Other Matters For Discussion.**

It was agreed that CD should go on an OALC training course for End of Year Accounts.

212. Date of next meeting – January 15th 2018

213. Meeting Closed at 8:35pm