**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 12th March 2018**

**Present:**

4 members of the public

Cllr Karen Harris – Chair (KH)

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr David Nixey (DN)

Cllr Susan Rufus (SR)

**Officer:**Clare Devey (CD)

270. **Apologies for Absence**

None were received.

271. **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*

KH declared an interest in Plan App P18/S0513/RM as she is a neighbour.

272. **To Approve the Minutes of the Council Meeting held on the 12th February 2018 to be signed as a correct record.**

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

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

Minutes to be published in the Tetsworth Newsletter & on the Tetsworth Parish Council website to have initials not full names to comply with GDPR General Data Protection Regulations (except councillors)

274. . **Public Questions.**

None

275. **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 H.D. | HD/AM | HD will liaise with AM in March/April |
| 32/16 | Land off A40 Tetsworth Oxon.  Without planning permission the material change of use from agriculture to waste transfer station.  SE18/112 Enforcement investigation. | KH | Case Officer: Jeremy Peter  Six week target date 11/4/2018,  Site visited 7/3/18. Photos taken. Diggers removed, large bund covered with top soil. Rest of area flattened. KH to attempt better access to site for JP, liaise with case officer and report back. |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge | KH | KH to contact the owner of the Green - Actioned and to speak to the owner of the Swan. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common/ 31Marsh End.  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. - SODC  Once 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. | MS | Jeanette Matelot/Caroline Newton to chase up. Still awaiting an update.  Document from Bullingdon RDC Commons Act 1899 scheme for the regulation & management of Tetsworth Village Green Common states it is forbidden to remove trees. Does this apply to the Common?  Further investigation required.  AM to send a copy to CN at SODC with list of questions to be answered. |
| 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. Cost £25-£75 | MS & KH | MS & KH will look into scanning the  documents. Cost £25-£75. Docs to be  loaded onto website. |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | Clerk sent Jonathan Beale a map of footpaths showing the blockages/problems with the paths.  JB will action this when he can. KH will contact JB to chase up. |
| 155/17 | To arrange a meeting with all concerned parties who have an interest in the village green. Clarification required on hedges ditches and responsibilities. | CD | It was agreed to arrange a meeting with the Green Committee, TPC & TSSC before the next PC meeting to discuss & clarify everyone’s role. |
| 220/18 | Mounthill Development P15/S339/O  Last August Davina Sarac (SODC Planning) was investigating the removal of the laurel hedge and post & rail fence which should have been left in place as a condition of the planning approval. CN to chase up to see if the developers will be replacing the fence and hedge. | CD | Complete |
| 224/18 | Skate Ramp – KH to contact Fearless Ramps to ask them to do an annual check. | CD | Fearless Ramps to carry out annual maintenance in March/April |
| 230/18 | Road drains in Marsh End need clearing | CD | Clerk has written to K. Stenning Highways & is awaiting a response. |
| 251/18a | Clerk to check who are signatories for the bank account. Internal Control audit to be carried out by KH. | CD/KH | Complete |
| 251/18b | GDPR to be researched to ensure compliancy before the deadline of 25/5/18 | All | GDPR - Privacy notices to be supplied to Councillors & residents who are contacted on a regular basis. |
| 259/18 | Thames Water have dug up the litter bin in Elms Close to install an inspection cover. Clerk to contact Thames Water | CD | Clerk has written to Thames Water. Awaiting a reply |
| 260/18 | Tetsworth War Memorial book to be distributed to the churches within the Parish. | CD | Complete. |
| 262/18 | Village rents have not been collected. | AM | AM to investigate for discussion at next PC meeting. |
| 263/18 | DTC to remove tree swings. | CD | CD to request removal when next working in the village. |
| 267/18 | Van camping overnight in TSSC carpark | CD | PCSO contacted. Will check it out. CD to chase up. |

276. **District Councillors Report**

The SODC budget has been set with a 4.5% increase in council tax.

The Community lottery is now up & running to raise money for local causes. AVDC already has a similar lottery running & have raised £85,000. 60p per £1 goes to charity, 17p goes to the company that runs the lottery on SODCs behalf, 3p is for tax and 20p goes towards the prize money.

OCC have stated that SODCs Local Plan is unsound. They believe the infrastructure required for building on Chalgrove airfield is inadequately funded and they are not prepared to make up the deficit. It does not provide enough housing to cover the unmet need for Oxford.

There is grave concern that the Local Plan is not fit to be submitted, other building schemes that could again be included are Grenoble Road and Harrington. OCC also believe Harrington is unsound. Oxfordshire County Council & Oxford City Council prefer the Grenoble Road development.

SODC are no closer to clearing the five year land supply, potentially the Local Plan will be submitted much later than originally intended.

The county has received £215m for infrastructure. The O2C Expressway corridor will be clarified in July. It appears the southern route is currently being pushed forward, this increases the fear that Harrington may be developed.

As long as the four district councils and the city council work together and all Local Plans are submitted before April 2019 then the county need only commit to a three year land supply rather than five.

277. County Councillors Report. - No report received.

278. Parish Councillors Report

KH,MS & AM attended the M40CEG AGM.

The sound barriers are being erected along the designated areas of the motorway. In Stokenchurch a few residents are not happy. The 4m barrier at the end of gardens causes loss of light and are too obtrusive. Tree planting will be done to soften the appearance. Noise mapping will be carried out once the barriers are in place.

**FINANCE**

279 **To Receive & Approve the Monthly Finance Report**

Approved

280 . **To Approve expenditure.**

Resolved to approve payment and authorise signatories for the following:

Clare Devey Wages & Expenses £410.11

OALC Annual Subscription £135.06

Clerks & Councils Direct

Annual Subscription £12.00

OPFA Annual Subscription £42.00

281. **To Approve** appointment of Mr R. Symes to carry out the Internal Audit.

Approved unanimously by show of hands

282.The transparency fund grant has been approved. We will receive £1347.77

283. **To Review** Financial Regulations, Standing Orders, Risk Assessment & Asset Register.

Several changes that need to be made were highlighted. The documents will be amended and presented at the next PC meeting for approval.

**PATCH/Skatepark**

284 Quotations for the major piece of play equipment have now been received. Creative Play was the cheapest quote, the package includes installation and is in the region of £30K (actual amount to be advised by HB) Play equipment inspection training is included in the price.

There are several levels of inspection and maintenance that can be purchased. It was decided to consider what level to agree on once the equipment was in place.

The work will start in April. RB will do the ground work, the old equipment will be cleared by DN.

The adult equipment will be sited near the basketball court. HB will present a plan at the next meeting.

The 10K road race to help raise funds will be organised by HD and will take place in September. The working party will put an update in the newsletter. A Just Giving page has been set up for donations and a separate bank account has now been opened. The order will be placed by the parish council so that the VAT can be reclaimed.

**Planning**

**To Discuss** the following planning appeals and approve any actions as required:

285 **Appeal for P15/S3936/FUL Land adjacent to London Road Tetsworth 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.

KH had heard from PHD Chartered Planners. The appeal date will be in August.

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

The parish council will be responding at the Appeal on behalf of the village. There will be several speakers on behalf of the village. A flyer is being produced and will be distributed shortly to remind everyone to attend the Appeal hearing if they can. AL is in contact with Paula Fox head of Planning at SODC – it is hoped that they have a good case.

**To Discuss** Further Planning Considerations at the meeting.

287 Application Reference : P18/S0417/HH Amendment

Address : **Home Lea 22 High Street Tetsworth OX9 7AS**

Other Amendment : No. 1 - dated 1st March 2018 Proposal : Conversion of garage loft space to create annex accommodation to be used ancillary to Homelea. (As per amended plans received 01.03.2018)

Approved.

288 Application Reference: P18/S0513/RM (Reserved Matters) Application Type (see definition over): Major Proposal: Reserved Matters application following Outline Permission P14/S3524/O for the approval of landscaping, layout, appearance and scale and associated works. Erection of 39 dwellings with associated parking, new vehicular access and estate roads and a new school building and associated outdoor space. As amended by covering letter dated 10 March 2015, Mount Hill Farm. Noise Mitigation Report\_ 4th March 201,5 SBS Statement on Revised Schematic Layout 1-250 March 2015 Site Layout Plan 1:500 Constraints Plan March 2015, 849 Coloured site layout plan March 2015, March 2015 Support Letter from Red Rose Travel. Address: **Mounthill Farm 19 High Street Tetsworth OX9 7AD**

A meeting has been arranged with Croudace for the 14th March. It was agreed to ask SODC for an extension to the consultation period to the 12th April. This will give the PC time to discuss the outcome of the meeting with Croudace at the next PC meeting before submitting their response. Items to be discussed include the large communal propane gas tank, lack of electric hook ups for the affordable housing and solar panels.

289 **To Discuss** the proposed Oxford/Cambridge Expressway

The proposed A route comes very close to Tetsworth one option cuts between Manor Farm & Oxhouse Farm. There are two different spur roads Thame – Wheatley - Garsington and Thame - Little Milton – Stadhampton

The Oxford Swindon arc should also be considered as well as O2C.

It was agreed unanimously that we should join the Expressway Action Group – clerk to request to join & be included on all correspondence. It was agreed that we need someone from the village to act as our representative for the O2C Expressway. This to be included as an Agenda item at the next PC meeting. OCC have voted unanimously for a public enquiry into the Expressway.

290 **To Receive an update on the Tetsworth Neighborhood Plan**

JG to speak at the Appeal for the 60 dwellings off High Street Tetsworth. The NP does not include a 60 house estate on the edge of the village. The steering group almost have the final version of the Parish Character Landscape assessment with photos of key houses demonstrating the unique character of the village. The Site Assessment plan looked at all of the SHELAAS sites independently. The steering group has commented on the plan and reported back to AECOM with their findings. AECOM will now publish their final report.

The draft NP will be ready for local consultation at the end of April.

291 **To Consider any issues about the Village Environment**

CIL File and TSSC PAT & Fixed Wire testing to be discussed at the next meeting.

292 Salt bins – a note to be put in the newsletter requesting help in filling them.

293 Forest School – ribbons in the trees at the entrance. The PC has received a complaint that they are decaying and need to be removed. AM to contact the Forest School & ask for them to be removed.

294 Clerk to send out invitations to all committees for the Parish meeting asking if they would like to speak or send a report on the years activities.

295 Clerk to request to be included in all correspondence for HBAG (Haseley Brook Action Group.)

296 **Correspondence**

A note from John Howell - noted

Community Resilience – Clerk to arrange a talk in the Memorial Hall

Dispute resolution in Oxfordshire - noted

OALC Letter to Oxfordshire councils - noted

EAG Oxford-Swindon Arc – agreed unanimously to join the group.

New Street name for the Mounthill Development – to be discussed at the next PC meeting.

Planning Matters in South Oxfordshire - noted

GB Spring Clean – noted – too late to take part.

Smaller authorities Audit arrangements – changes to be noted.

OALC Feb newsletter – Job description for a new councillor to be noted and used next time it is required.

297 **Other Matters For Discussion**

Red Lion Community Asset needs renewing – Agenda item for next month.

298 The next meeting will be held on the 9th April at 7:30pm

299 The meeting closed at 9:33pm