**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 4th June 2018**

**Present:**

Cllr Karen Harris (KH) Chair

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr Susan Rufus

**Officer:** Clare Devey (CD)

Members of the public: 7

Apologies for absence: Cllr David Nixey

**33. 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*

**34****. To Approve the Minutes of the Council Meeting held on the 14th May 2018 to be signed as a correct record.**

The minutes were approved and signed by the chair.

**35****. Public Questions**

None

**36. Update of actions list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | **Action Required** | **Resp** | **Progress** |
| 40/15 | The task of undertaking the tree survey in future will be passed to H.D. | HD/AM | HD will liaise with AM in June  In Progress |
| 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  KH to contact JP again. JM has visited the site & will contact OCC to find out why the case has not been pursued. |
| 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  KH to contact the owner of the Swan. Ditch is blocked. Complaint received from a householder from Swan Gardens regarding the condition of the ditch. Further investigation into ownership required. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh 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 | Owner has been asked to submit retrospective planning permission. PC will ask that the hedge is reinstated with mature plants. MS to forward all emails to AL. The Common boundary is the Marsh End side of the ditch where the chainlink fence used to be. |
| 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 | Cost of scanning £25-£75. Docs to be  loaded onto website. Ongoing. |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | KH has tried to contact JB to chase up but with no success. JM will speak to him regarding Mellon stud. |
| 224/18 | Skate Ramp – KH to contact Fearless Ramps to ask them to do an annual check. | CD | Work completed on 17th May. |
| 230/18 | Road drains in Marsh End need clearing | CD | Clerk has written to K. Stenning Highways & is awaiting a response. Still no response. JM to intervene and ask Highways to come to Tetsworth and look at the problems. |
| 251/18b | GDPR .New email addresses to be created for councillors. Privacy notices created. | All | Complete |
| 262/18 | Village rents have not been collected. | AM | AM to investigate for discussion at next PC meeting. |
| 267/18 | Van camping overnight in TSSC carpark | CD | AH has spoken to owner of the van, he has been moved on.  Complete |
| 326/18 | To choose a possible new street name for the Mounthill Development | All | Complete |
| 330/18 | Red Lion PH – community asset needs to be renewed. | CD | SODC Online form to be completed. |
| 332/18 | PAT testing required for PC electrical equipment. | CD | CD to action. Speak to CC |
| 333/18 | CIL File | All | Suggestions required for using the money received. New Agenda item from next month. |
| 334/18 | Cobble Paths. MS to request that they be listed by SODC to prevent further damage. | MS | MS to chase Conservation officer Sally Straddling. Request to be put in the newsletter to clear the cobbles outside your house. |

37. **To Receive** County Councillors report

Once agreed by cabinet, OCC will share services with Cherwell D.C. There will be one CEO creating a saving of £75K. Many services will be shared – further reducing costs. The OCC CEO will retire and the Cherwell CEO Yvonne Rhys will take over.

Better Broadband - coverage is now 96.5%.

Grants are now available each councillor has £15,000 each to distribute. It is possible to match fund the grant with money from CIL.

Traffic Calming measures can now be contracted out for installation so the best pricing can be achieved and OCC will maintain them once they are installed.

38. **To Receive** District Councillors report.

CN discussed the Travellers site application with the councillors. She will ask to see the planning notice before it is sent out.

CN will ask JP to visit land off the A40 Tetsworth and to look at the case again.

**FINANCE**

39. **To Receive and Approve** the Monthly Financial Report

Approved.

40. **To Approve** expenditure and sign cheques/approve electronic payment.

Fearless Ramps £954.00

RJS (IA) Ltd £180.00

PK Inprint Ltd £84.48

C. Devey Wages & Expenses £477.19

Swan Gardens £493.80

41. **To Receive** and consider the internal auditors report.

The report was discussed, accepted and signed by the Chair. The VAT discrepancy needs to be investigated. It will be sent with the AGAR to Moore Stephens the external auditor.

**PLAY AREA/SKATE PARK**

42. **To Discuss** Fundraising plans and for the working party to give their report.

CD to speak to SODC Grants division to find out when the second part of the Capital grant can be paid out. PC to loan the money in the meantime so that play equipment can be purchased.

Friends of Tetsworth Community have enough money to purchase the rest of the equipment, they will transfer the money to the PC account to be combined with the grants for the PC to make the purchases. This was agreed unanimously by a show of hands.

Creative Play will install the play equipment again at some point in the next 2 weeks. Councillors expressed their annoyance with the company for their actions. MS and JM will write letters of complaint. We would like to receive some compensation.

**PLANNING**

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

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

**Application P18/S0973/FUL (Full Application) Change of use from agriculture to gypsy and traveller site providing 12 individual plots. Address: Land adjacent to London Road Tetsworth Oxon**

Work on the appeal and on the new application is progressing slowly. A meeting with the barrister will be arranged in the next few weeks.

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

**Appeal Ref: APP/Q3115/W/3182192 Land south of the High Street, Tetsworth**

The Appeal was dismissed on the 4th June. Councillors expressed their delight at the decision and thanked the team who had worked hard to fight the planning application and appeal.

**To Note** Planning Decisions

45. **Application No : P18/S0513/RM**

Application proposal, including any amendments : Reserved Matters application following Outline Permission P14/S3524/O for the approval of landscaping, layout, appearance and scale and associated works.(As amended by plans accompanying Agents emails dated 27 March 2018, 23 April 2018 and 14 May 2018). (Development of 39 dwellings with associated parking, new vehicular access and estate roads and a new school building and associated outdoor space).

**Site Location : Mounthill Farm 19 High Street Tetsworth OX9 7AD**

**Granted by SODC agreed by TPC**

46. **Application No : P18/S0953/FUL**

Application proposal, including any amendments : Steel portal framed cattle yard

**Site Location : Spencers Farm Marsh End Tetsworth OX9 7AU**

**Granted by SODC agreed by TPC**

47. **To Receive** an update on the Tetsworth Neighborhood Plan

A meeting was held on the 4th June with Andrea Pelligram, a consultant for neighbourhood planning. The Steering Group expect to receive her comments on the NP by the 12th July.

48. **To Consider** any issues about the Village Environment.

Defibrillators – who is responsible for them?

The defibrillators were purchased by the Cozens Bequest. They also paid for their adoption by the Community Heartbeat Trust. They carry out maintenance and an annual service check. We are unsure if the annual subscription of £126 has been paid for the last two years. If so by whom? HB will contact the Community Heartbeat Trust to investigate and will report back at the next meeting.

Minutes in the Newsletter.

There is some concern that putting all of the minutes in the newsletter is not relevant and that there is too much information; a cut down version would be better. AM to do a precis of last months minutes to go in the newsletter to see if people prefer that or perhaps a note in the newsletter referring them to the website if they want to read the minutes in full.

St Giles Church/Probation Service

St Giles has requested that the Probation service community workers come back for one or two sessions to clear the church yard. S.R. has contacted them and is waiting for a response.

**Correspondence.**

49. Open Spaces Society – It was agreed not to send a donation

50. OALC Newletter

Noted that their AGM is on the 2nd July at Didcot Civic Hall.

There are new revised Standing Orders - we need to check that ours comply.

Audit Flowchart – noted

Simplified VAT – noted.

51. **Date Of next meeting – 9th July**

52. **Meeting closed at 9.14pm**