**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 8th October 2018**

**Present:**

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Susan Rufus

Cllr David Nixey

Cllr Hazel Bottone

**Officer:** Clare Devey (CD)

Members of the public: 6

Apologies for absence: Cllr Jeannette Matelot, Cllr Caroline Newton, Cllr Karen Harris

116. **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*

117. **To Approve the Minutes of the Council Meeting held on the 10th September 2018 to be signed as a correct record**

The minutes were approved and signed by the vice chair.

118. **Public Questions**

None

119. **Update of actions list**

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| 1. **Ref.** | **Action Required** | **Resp** | **Progress** |
| 40/15 | The task of undertaking the tree survey in future will be passed to H.D. | HD/AM | Complete |
| 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/MS | Case Officer: Jeremy Peter  JP visited site with new owner. Agreed to stop work immediately. Will reapply for planning permission. No breach of planning. File closed.  MS spoke to CN & asked for the case to be reopened |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge  3 quotes obtained to pollard Willow in NE corner of the green and to reduce the Copper Beech by the War Memorial. | KH | AH does not own ditches or boundary hedges. AH spoke to previous owner of the Swan. He confirmed responsibility for the ditch and boundary hedge.KH & AH to arrange a meeting with the current owner of the Swan to ask him to clear the ditch and trim back the trees and boundary hedge. The SE Boundary hedge & ditch was cleared last time by Rectory Homes who built Victoria Close. Rectory Homes and Swan Holdings need to investigate which of them owns the boundary hedge and ditch.  DTC appointed to apply to SODC to pollard the Willow with the split limb.  CD to find out costs for a parish tree survey. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh End. | MS & CD | Retrospective planning permission granted. MS spoke to CN. Local knowledge ignored & authority undermined. CD has contacted TPC solicitor.CD to chase up. |
| 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 Attington Stud. |
| 230/18 | Road drains in Marsh End need clearing | CD/JM | Road drains cleared by AB – Thank you.  JM to intervene and ask Highways to come to Tetsworth and look at the problems. CD to arrange meeting with JM |
| 262/18 | Village rents have not been collected. | CD | Complete |
| 330/18 | Red Lion PH – community asset needs to be renewed. | CD | Community Asset runs out 2/10/2019 |
| 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 |
| 48a/18 | 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. | HB | AM & HB to organise weekly checks. New pads purchased.  Maintenance plan & insurance with Community Heartbeat Trust.  PC to check annually that the defibrillators are registered and maintained. |
| 48b/18 | 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. | SR | There is still no availability. SR will keep trying. |
| 89/18 | All councillors will share the responsibility of inspecting the play area. A procedure will be put in place for weekly inspection and maintenance | All | It was agreed the councillors would carry out the inspection in pairs and rotate every 4 weeks. HB & KH to carry out first four inspections. New inspection sheets distributed.  CD to arrange for Creative Play to show the councillors what to look for. |
| 103/18 | Tree of Remembrance Project | AM/CD | Tree ordered from OCC for delivery in November. AM to speak to AH for permission to plant the tree in front of Pond Villa. Note in newsletter & facebook page - ceremony at 10am on 11/11/18 |
| 110/18 | Parking on High Street. Should white lines be reinstated. | CD | Meeting to be arranged with JM & Highways |
| 111/18 | To look at the terms of the TOLC lease. Lease ends 24/11/2018 | CD/KH | Check covenant on land. Check PC insurance. Check Asset register |
| 113/18 | Possibility of placing a dog bin on far side of Green. | CD | AB to provide a black bin and place by the bridge on the far side of the Green. It will not be emptied by SODC & so will need to be managed by the community |

**120. County Councillors Report** – None received

**121. District Councillors Report** –MS ran through the report**.** The Local Plan deadline is December. SODC are employing extra staff to complete it on time.

SODC Capital Grant is now open £145K is available.

**122**. **Parish Councillors Report –** The Mobile Post office is under-utilised. If we don’t use it we will lose it. A decision will be made in November.

**Finance**

**123. To Receive** and approve the monthly financial report.

Approved

**124. To Discuss** the possibility of appointing a separate RFO.

Clerk to meet with a possible RFO on 10th October

**125.** **To Complete** Quarterly Internal Checklist

Completed by MS

**126**. **To Discuss** the External Audit.

External Audit now completed and returned. Return to be published on PC website and notice on PC notice board.

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

C Devey Salary & Expenses £490.29

Moore Stephens £273.60

ICO renewal confirmation £35.00 - Direct Debit 14/9/18

**Play Area/Skatepark**

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

RB has decided to stop work on the project as he has other commitments. There is doubt that the space to fit the swings is enough. If so the fence will be moved back. Two volunteers from the village have agreed to complete the work which will be carried out over the next two weekends at a cost of £300. S. Mitchell has agreed to do the fence AB is waiting for his quotation. FOTC have £569.48 in their account. They are holding a quiz night on the 12th October to raise more funds.

MS asked AB to provide the PC with a spreadsheet showing all the expenses for the play area with quotations and receipts etc.

All minor faults on the Play Inspection report are being corrected.

Tetsworth Trust are donating £250 to the play area.

PC to organise an official Opening Ceremony for the play area.

DN & AB formally thanked by the PC for all their help with the play area.

**Planning**

**129. To Discuss** the following planning appeal and approve any actions as required:

**Appeal for P15/S3936/FUL & Application P18/S0973/FUL Change of use from agriculture to gypsy and traveller site providing 12 individual plots. Address: Land adjacent to London Road Tetsworth Oxon**

The appeal process is becoming very complex. With the August appeal abandoned, both appeals will be heard together sometime in April/May next year – no date has yet been set. Neither planning option is acceptable.

P. Hughes to be appointed to prepare the Statement of Case for the PC under Rule 6.

More funds will be required for the second 24 plot planning appeal. Landowners will be asked for donations and then the rest of the village.

**130. To Approve** response to the following Planning Application

**Application Reference: P18/S2995/FUL Major Proposal: The proposed development is for a Gas Fired Electricity Generating Facility with the ability to generate up to 49.99 MW of electricity. A low carbon flexible generating facility using gas reciprocating engines. The facility will generate electricity principally for the regional distribution network in times of generation shortfall and/or high demand. Address: Lobb Farm Cottage Access Road To Lobb Farm Tetsworth OX9 7BE**

The site chosen is in a dip and cannot be seen except possibly the chimneys. This is part of a national government project and there are no relevant reasons to refuse it.

Approved unanimously.

**131. Further Planning Considerations to be discussed at the meeting.**

Oxford/Cambridge Expressway. Corridor B has been chosen - Route B1 or B3.

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

No great progress has been made. Another member of the steering group has resigned due to family commitments. The steering group is now down to 8.

**133. To Consider** any issues about the village environment.

Garden waste on area at top of Parkers Hill – this is being cleared.

Bin lorry access – MS wrote an article for the Newsletter asking people to be considerate of where they park especially on a Monday – collection day.

Parking is again an issue. CD to ask PCSO to come to the next PC meeting

CD to ask Highways to remove the redundant sign at the Stoke Talmage turn.

CD to arrange a Village Green Committee meeting before the next PC meeting.

CD to write an article in the newsletter reminding people of the Countryside Code.

For the Carboot field it would be helpful if laminated cards showing the footpaths were put at the entrances.

**134. Correspondence**

OALC Newsletter – noted

**135. Date of the next meeting** – 12th November

**136. Meeting closed at 9:21pm**