**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 10th December 2018**

**Present:**

Cllr Karen Harris (KH)

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

**Acting Minutes Clerk :** John Gilbert (JG)

**In attendance:** Cllr Jeanette Matelot (JM) (part time), PCSO Graham Davy (GD) (part time)

**Members of the public**: 4

**Apologies for absence**: Cllr Caroline Newton (CN), Cllr Susan Rufus (SR), Cllr David Nixey(DN)

**169.** **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

**170. 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 chair.

**171.** **Public Questions**

None

**172. Update of Actions List**

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| 1. **Ref.** | **Action Required** | **Resp** | **Progress** |
| 22/17 | Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge | KH | AH does not own ditches or boundary hedges. 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. Rectory Homes and Swan Holdings need to investigate which of them owns the boundary hedge and ditch. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh End. | MS/CD | TPC solicitor will send letters to 29, 30, 31 and 32 Marsh End. No 31 will be instructed to replant the hedge. |
| 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 | OCC footpaths officer expected to visit during week 10-14 Dec 2018. |
| 230/18 | Road drains in Marsh End need clearing | CD/JM | JM arranged for site visit by OCC highways officer, but routine clearing only done on 4 year cycle. |
| 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 | 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. | HB/AM | AM & HB to organise weekly checks. New pads purchased but payment by Couzens bequest still outstanding.  Maintenance plan & insurance with Community Heartbeat Trust.  PC to check annually that the defibrillators are registered and maintained.  HB to make hard copy guide for weekly checks |
| 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. |
| 110/18 | Parking on High Street. Should white lines be reinstated. | KH/CD | JM arranged for OCC highways officer to review. JM might be able to part fund cost of white lines by Councillor Grant. |
| 111/18 | To look at the terms of the TOLC lease. Lease ends 24/11/2018 | CD/KH | TOLC lease revised to include toilet concrete block removal. Changes acceptable to leaseholders. New lease document ready for issue. Separate use by Home Schooling group to be investigated by PC. |
| 113/18 | Possibility of placing a dog bin on far side of Green. | CD | Bin in place. Swan Gdns resident agreed to manage its use and empty bags. |
| 149/18 | Contact OALC to identify a replacement Internal Auditor | CD |  |
| 160/18 | To appoint Think Trees to carry out tree survey. | CD | Think Trees appointed. CD to advise survey to be conducted in March 2019. |
| 161/18 | Preparation and issue of grass-cutting Tender | CD | Areas of Village Green round PATCH enclosure to be removed from schedule. Tender documents to be issued to 3 Tetsworth businesses and one out-of-village contractor. |
| 162/18 | Litter picking initiative | CD/HJ | HJ had organised equipment and advised plans for litter collection campaign in March 2019 |
| 164/18 | SODC Deep Clean arrangements | AM | To complete form advising areas of village needing attention. |

**173. County Councillors Report** – JM reported that she had arranged for relevant OCC officers to follow up Tetsworth issues of Attington Stud footpath, Marsh End drain blocking and A40 parking/white line reinstatement.

OCC Councillor grant funding arrangements would be continuing into 2019/20.

On behalf of CN, she advised that the latest draft version of SODC’s Local Plan had been published. It will be considered by the Scrutiny Committee on 13 Dec, by the Council Cabinet on 18 Dec and taken to full Council on 20 Dec. It is expected that public consultation will begin on 7 Jan.

**174. District Councillors Report** - None

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**175**. **Parish Councillors Report** – None

**Finance**

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

Approved

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

Approved

C Devey Salary & Expenses £451.49

Play Inspection Company £354.00

**178. To Consider** MS proposal to apply for an SODC Councillor’s grant of £3000 to support TPC’s Rule 6 representation at a future planning appeal. Agreed unanimously.

**Community Infrastructure Levy**

KH agreed to lead the preparation of a prioritised CIL candidate project list ahead of anticipated CIL payments from the Mount Hill Farm housing development.

**Play Area/Skatepark**

**179. To Discuss** the post-installation report. Fundraising plans and for the working party to give their report. The report had highlighted numerous minor issues which presented a low or very low risk and some had already been rectified. Others such as disabled access would require further work. There were discrepancies between Creative Play’s own inspection findings and those documented in the later report. KH agreed to ask Creative Play to address outstanding installation and layout faults, seek a copy of their independent inspection report, and to request the required equipment labels from them for all items supplied.

In view of the low or very low safety risks of outstanding issues, KH proposed that PATCH should be declared fully open for use from 11 Dec 2018. Agreed unanimously.

**180. To arrange** posting of a suitable disclaimer notice by the adult exercise equipment. It was agreed to fix a notice on the adjacent back wall of the skate-ramp.

**181. To receive** fundraising plans and working party report. TPC noted that a further supply of bark chippings would be required.

**Planning**

**182. 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 conjoint appeal hearing is scheduled to start in Tetsworth Memorial Hall on 18 June 2019 and last for 7 days. TPC would investigate the possibility of undertaking a site noise survey using M40CEG measuring equipment.

**183. To Approve** responses to the following Planning Applications:

**1. Application Reference: P18/S2996/FUL (Full Application) Application Type (see definition over): 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. (as amended by drawings accompanying Agent’s email dated 14 November 2018 and clarified by additional information about trees received 16 November 2018 and ecology received 19 November 2018). 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 de-scoping of this revised proposal had reduced its potential impact on the environment. TPC had not objected to the previous proposal and agreed not to submit further comment to SODC.

**2. Application Reference P18/S3558/AG for prior notification of agricultural or forestry development – proposed building. Town and Country Planning General permitted Development Order 2015 Schedule 2, Part 6 Erection of an agricultural building. Address: Toll Lodge farm, London Road, Tetsworth OX9 7AZ.**

TPC had not received hard-copy notification of this planning application. The proposal was considered to be unacceptable in the light of the ongoing problems with the unfulfilled planning permission for a stable block and menage, and inappropriate environmental harms in the adjacent field which is under the same land ownership. MS would submit TPC’s objection and recommendation for refusal to SODC. Agreed unanimously.

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

TPC had been represented at a Highways England briefing and consultation event on the Oxford-Cambridge Expressway project at Sandford on 29 Nov. The Corridor Assessment Report had concluded that many potential routes within Corridors B1 and B3 passing to the west and east of Oxford respectively should be taken forward for further assessment and down-selected to a shortlist in each corridor for public consultation next autumn.

**185. To Receive** an update on the Tetsworth Neighborhood Plan (NP).

The NP Steering Group had agreed to commit £4450 of its grant funding to landscape assessment work by Michelle Bolger. It was agreed that the TPC Clerk should complete the contractual arrangement with this consultant. Possible candidates for additional consultant support were also being investigated. A draft Tetsworth Housing Analysis paper had been prepared as part of the NP evidence base.

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

PCSO DN had established that the abandoned vehicle at Marsh End belonged to the son of a Chinnor resident. He advised that it had been left in Tetsworth pending repair and that action was in hand to remove it from Marsh End.

**187. Correspondence**

OALC Newsletter – as usual, included interesting and relevant articles including advice on sharing Clerks’ email passwords, and the Parish Council election timetable for May 2019. KH had followed up a free trial of Community Links digital mapping tool and reported its significant potential for TPC.

TPC representation had been invited to a presentation on 13 Dec on Oxfordshire Plan 2050. It was expected to cover progress on the Strategic Spatial Strategy for the county.

**188. To introduce a** new standing item for future TPC agendas.

Agreed that previous **Any Other Business** item would be replaced by **Items for Next Agenda Not Already Mentioned.**

**189. Date of the next meeting** – 14th January 2019

**190. Meeting closed at 9:13pm**