**To members of Tetsworth Parish Council. You are hereby summoned to attend the next meeting of**

**Tetsworth Parish Council Memorial Hall, Tetsworth**

**at 7:30pm on Monday 14th January 2019**

**Members of the public and press are welcome to attend**.

**A G E N D A**

1. **Apologies for Absence**
2. **To Receive Declarations of Interest**

***Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting***

1. **Minutes of the Council Meeting held on the 10th December 2018 to be signed as a correct record**
2. **Matters arising from the minutes not on the Agenda**
3. **Public Questions**
4. **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. | CD | TPC solicitor will send letters to 29, 30, 31 and 32 Marsh End. No 31 will be asked 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 Cozens 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. |
| 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. |
| 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 | Tender documents issued to 3 Tetsworth businesses and one out-of-village contractor. Sealed bids to clerk by 11/1/19 Contract to be awarded at January meeting. |
| 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. |

**7.County Councillors Report.**

**8.District Councillors Report**

**9.Parish Councillors Report.**

**Finance**

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

**11. To Note** new NALC salary scale for 2019/20. Clerks salary scale SCP23 to be amended from £11.275 to new scale of £11.67 per hour (SCP14)

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

C Devey Wages & Expenses £424.30

Devey Tree Care £792.00

**13. Community Infrastructure Levy**

Project List

**14. Play Area/Skatepark**

Disclaimer and emergency contact notices to be installed.

Still awaiting 2nd payment of £4125 for SODC Capital Grant. CD in contact with Grants team.

**Planning**

**15. 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 12/24 individual plots. Address: Land adjacent to London Road Tetsworth Oxon**

**16. To Discuss the following planning applications.**

**1. P18/S3558/AG**

**Erection of an agricultural building.**

**Toll Lodge Farm London Road Tetsworth OX9 7AZ**

**A formal application for planning permission is required**

1. **P18/S4029/N4B**

**RE: Change of use of Agricultural Barn to Dwellinghouse. AT: Barn at Tetsworth (Easting 469237, Northing 202778) Judds Lane Tetsworth**

1. **P18/S4090/HH**

**Harlesford Cottage Stoke Talmage Road Tetsworth OX9 7BU**

**Single storey side car-port extension**

**17. To Note the following Planning Decisions.**

**Application No : P16/S2751/O**

**Site Location : 10 Silver Street Tetsworth OX9 7AR**

Refusal of Outline Planning Permission.

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

Ox/Cam Expressway

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

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

Abandoned Vehicle near Marsh End.

TOLC lease & use of area by 3rd parties

**21. Correspondence**

R.L. email - van sales at The Swan plus mud on road

Taylor Wimpey email - adoption of footpaths in Swan Gardens

SODC Local Plan Copy

Oxfordshire Growth Board press release (email 8/1/19)

O.D. email – request to cut hedge

**22. Items for Next Agenda Not Already Mentioned.**

New Parish Councillors/Article in newsletter

**23**. **Date of the next meeting**

1. **To Close the meeting.**
2. **Open Forum**