**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 14th January**

**Present:**

Cllr Karen Harris (KH)

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Hazel Bottone (HB)

Cllr David Nixey (DN)

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

**In attendance:** Neil Lovatt-Smith (NL-S) RPO Support

**Members of the public**: 2

**Apologies for absence**: Cllr Jeanette Matelot (JM) (OCC), Cllr Caroline Newton (CN) (SODC), Cllr Susan Rufus (SR), Clare Devey (CD) (Parish Clerk)

**191.** **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*

DN declared an interest in Planning Application P18/S4029/N4B and withdrew during its discussion.

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

The minutes required the page numbering to be amended to pages 30-34, and progress on Action 23/17 required ‘asked’ to be changed to ‘instructed’. Approval and signature by the Chair were held over to the next meeting.

**193.** **Public Questions**

None

**194. Update of Actions List**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 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 | After site visit, OCC footpaths officer considered footpath rerouting to be in breach of planning processes. She would be making further investigations. |
| 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 | HB undertaking weekly checks with on-line reporting. HB to arrange for new pads invoice to be addressed to Cozens Bequest chairman (Peter Waterson).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. Distribution of new inspection sheets still outstanding.  |
| 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 | OALC unable to identify candidate replacement internal auditors. PC to continue candidate search. |
| 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 responses received from 3 candidate businesses by 11 Jan 2019 closure date. |
| 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. |

**195. County Councillor’s Report**

None

**196. District Councillor’s Report**

The Chair reported earlier discussions with CN. The SODC Emerging Local Plan 2011-2034 had been approved by Full Council on 20 Dec 2018 and the 6 week period of public consultation had opened on 7 January 2019.

CN had indicated that SODC grant applications to support planning appeal activities were permissible.

**197**. **Parish Councillors’ Reports**

None

**Finance**

**198. To Receive** and approve the monthly financial report. NL-S reported that the bank balance at 31 December 2018 was £32,258. £18,015.06 of this sum was available for general PC expenditure while the balance was mainly lodged in sub-accounts earmarked for specific purposes. Approved

**199. To Note** new NALC salary scale for 2019/20. Clerk’s salary scale SCP23 to be amended from £11.275 to new scale of £11.67 per hour from 1 April 2019 (SCP14). Noted

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

 C Devey Salary & Expenses £424.30

 Devey Tree Care £792.00

**201. To Consider** grass cutting tender responses and **select** a contractor for the 3 year period, 2019-2022. Costed proposal had been received from Swan Gardens, Devey Tree Care Ltd and Countrywide Ground Maintenance. On a majority vote of 3 to 2, the PC agreed to appoint Devey Tree Care Ltd.

CD to confirm contract arrangements with Devey Tree Care Ltd and to advise unsuccessful bidders of the outcome.

**Community Infrastructure Levy (CIL)**

**202. To Discuss** a CIL candidate project list. Until receipt of significant CIL funds from the Mount Hill Farm housing development, only modest village projects could be considered for such funding. Initial suggestions included: a new bus shelter, vehicle speed monitoring signs, additional adult exercise equipment and additional village green maintenance equipment. The PC agreed to encourage residents’ proposal of candidate projects through a Tetsworth Newsletter article and an announcement at the Tetsworth Parish Annual Meeting.

**Play Area/Skatepark**

**203. To Discuss** PATCH equipment post-installation shortcomings. The PC thanked Anthony Bottone for his continuing efforts to rectify minor faults. He reported that disclaimer and emergency contact notices had been installed and that a further pallet of bark chippings was needed. The PC authorised him to place an order for the bark on its behalf at a cost of £295.

The final £4125 instalment of the SODC grant for PATCH refurbishment was expected to be paid to the PC by 18 January 2019.

**Planning**

**204. To Discuss** the following Planning Appeal and approve any actions as required:

**Appeal for Applications P15/S3936/FUL & P18/S0973/FUL**

**Change of use from agriculture to gypsy and traveller site providing 12 individual plots.**

**Land adjacent to London Road Tetsworth Oxon**

Fundraising to support Rule 6 representation at the conjoint appeal hearing in June is continuing.

**205. To Discuss** the following Planning Applications:

**1. P18/S3558/AG**

**Erection of an agricultural building.**

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

SODC had advised the applicant on 18 December 2018 that a formal Planning Application was required. PC comment would be made once this had been submitted. The PC noted that work had previously been started on site on construction of the building, but was not aware whether stop or enforcement action had been taken.

**2. P18/S4029/N4B**

**Change of use of Agricultural Barn to Dwellinghouse.**

**Barn at Tetsworth (Easting 469237, Northing 202778) Judds Lane Tetsworth**

The current application was only for change of use and consideration of a limited number of criteria by SODC. Comment by the PC would await receipt of a formal Planning Application for a dwellinghouse.

**3. P18/S4090/HH**

**Single storey side car-port extension.**

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

Revised plans had increased the length of the planned extension. The PC had previously supported the application and was content with the change.

**206. To Note** the following Planning Decision:

**P16/S2751/O**

**Outline application for erection of 6 detached and two-storey dwellings.**

**10 Silver Street Tetsworth OX9 7AR**

After a very long period of consideration, SODC had refused Planning Permission on 21 December 2018. Noted.

**207. To Discuss** further planning considerations.

The PC had been advised that even if the route of the proposed Oxford-Cambridge Expressway joined or crossed the M40 at Junction 8A, it was unlikely to result in the development of the Harrington strategic housing site or a similar major housing development in the general area of Junction 7 before 2034.

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

Michelle Bolger had been contracted to refine key views evidence in the Tetsworth Character Assessment report. O’Neill Homer had been contracted to prepare a Basic Conditions Statement and review the draft Tetsworth NP document which had recently been revised to reflect SODC’s Emerging Local Plan 2011-2034 policies as they apply to Smaller Villages. Both contractors had been provided with relevant draft Evidence Study documents. These external tasks were expected to be completed before the end of March 2019.

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

The abandoned vehicle previously reported parked on the village green area alongside the Marsh End/TSSC access road had been moved but was now parked outside 26 Marsh End. The PC agreed to seek PCSO support to achieve its further removal.

The request to the PC for approval of independent 3rd party use of the Forest School by a Tetsworth resident had been misinterpreted. The PC agreed to advise the applicant that she could join sessions managed by TOLC, but could not organise her own independent sessions. The PC noted that it had not yet received a signed copy of the revised Forest School lease from TOLC.

**Correspondence**

**210.** A Tetsworth resident had reported his concern that a van sales business was being operated from the Swan Antiques Centre car-park and that mud was affecting the High St east of the Mount Hill Farm housing development site. The PC agreed to investigate the Planning Permission status of the used van lot in consultation with SODC planning staff. The PC had established that the mud on the A40 had come from the Mount Hill Farm access track and had noted that the owner had taken action to sweep the affected road. The PC also noted that Croudace was generally keeping the A40 clear of mud carried from its development site by regular use of a mechanical road sweeper.

**211.** Taylor-Wimpey Oxfordshire had invited the PC to adopt the footpath linking Swan Gardens to the Village Green. The PC was not satisfied that the accuracy or detail of the information so far provided was sufficient for it to make a decision. Accordingly, the PC would seek clarification and further information from Taylor-Wimpey on its proposal.

**212.** The PC noted receipt of a copy of the consultation version of SODC’s local Plan 2011-2034 and a press release issued by the Oxfordshire Growth Board.

**213.** The resident of 32 Marsh End had requested PC permission to manage the hedge behind his property on the edge of Tetsworth Common. The PC agreed his request and would advise him of its decision.

**214.** Information on a ‘Pocket Parks’ grant scheme might be of interest to TOLC and TSSC. MS agreed to forward details to these village organisations.

**Items for Next Agenda Not Already Mentioned**

**215. To Consider** a draft Tetsworth Newsletter article to encourage candidates to come forward for the PC elections in May 2019. With the addition of the Parish Clerk as a point of contact, the PC approved the publication of the article in the February issue of the Tetsworth Newsletter.

**216. Date of the next meeting** – 11th February 2019

**217. Meeting Closed at 9:38pm**