**Minutes of the Meeting of**

**Tetsworth Parish Council**

**Held in the Memorial Hall**

**at 7.30pm on Monday 11th February 2019**

**Present:**

Cllr Karen Harris (KH)

Cllr Marjorie Sanders (MS)

Cllr Alan Martin (AM)

Cllr Susan Rufus (SR)

Cllr Hazel Bottone (HB)

**Officer:** Clare Devey (CD)

**Members of the public**: 6

**Apologies for absence**: Cllr Jeannette Matelot, Cllr David Nixey

**218**. **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*

**There were none**

**219**. **To Approve the Minutes of the Council Meeting held on the 10th December 2018 and 14th January 2019 to be signed as a correct record**

The minutes were approved and signed by the chair.

**220.** **Public Questions**

A representative from JCPC was permitted to speak regarding land North East of Tetsworth High Street. Looking to bring forward a 100% social housing scheme on the site comprising a mix and range of units. 15-20 residential units proposed.

Advised to hold a public meeting for the village. The PC would comment once planning permission was sought.

**221. 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 | KH to ask owner of the Swan to clear the ditch and trim back the trees and boundary hedge. Rectory Homes and Swan Holdings to be told to care for the boundary hedge and ditch. |
| 23/17 | To continue to pursue the enforcement of the hedge removal on the Common / 31 Marsh End. | CD | Clerk to write to the households |
| 87/17 | Footpath at Attington Stud. Path rerouted. No planning application submitted. | KH | 2 options available to landowner reinstate or apply for a diversion. PC to chase up with JS - Footpaths officer at OCC |
| 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 a 4 yearly 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. & paid for their adoption by the Community Heartbeat Trust. Maintenance plan & insurance with Community Heartbeat Trust | PC | PC to check annually each July that the defibrillators are registered and maintained. |
| 48b/18 | St Giles Church/Probation Service. 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 monthly 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 | KH will meet with JB OCC Highways |
| 149/18 | Contact OALC to identify a replacement Internal Auditor | CD | SKP Solutions appointed as Internal Auditor.  Complete |
| 160/18 | To appoint Think Trees to carry out tree survey. | CD | Think Trees appointed. Survey to be conducted 14/3/19  Complete |
| 161/18 | Preparation and issue of grass-cutting Tender | CD | DTC appointed 2019-2022  Complete |
| 162/18 | Litter picking initiative | CD/HJ | HJ had organised equipment and advised plans for litter collection campaign in March 2019.  Complete |
| 164/18 | SODC Deep Clean arrangements | AM | To complete form advising areas of village needing attention.  Complete |
| 209/18 | Abandoned vehicle now parked outside 26 Marsh End | AM | PC to contact PCSO to arrange removal.  Complete |
| 210/18 | Van Sales business being operated from The Swan car park | KH | KH to contact SODC Planning to enquire the status of planning permission.  Complete |
| 211/18 | Taylor Wimpey Oxfordshire request for PC to adopt footpaths from Swan Gardens to the Green. | KH/CD | Further information and clarification to be requested.  KH to speak to JM |

**222.** **County Councillors Report**

JM unable to attend.

KH to meet with JM next week to discuss White lines on High Street/Attington Stud footpath/Horse riding on footpaths/Salt bins/ Swan Gardens footpaths & roads

**223. District Councillors Report**

No decision made yet on the grant the PC applied for.

Enforcement notice served on van sales at the Swan Antiques Centre

A new budget will be set at SODC on 14th February. There will be £500k available for capital and councillor grants.

SODC Planning minded to reject planning permission for P18/S2995/FUL the gas fired electricity generating facility.

**224. To Note** resignation of clerk. Advertising for new clerk.

Noted.

Advert will be submitted to OALC for inclusion on their website and newsletter

**225. To approve** printing of 300 Flyers to advertise the need for new councillors in May.

Approved unanimously.

**FINANCE**

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

Approved

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

CPA Horticulture £295.00

SODC £39.29

C. Devey Wages & Expenses £465.10

PHD Chartered Planners £7500.00

PK Inprint £40.00

ONeill Homer £3960.00 (Approved but not to be paid)

Michelle Bolger £5340.00 (Approved but not to be paid)

**228. . To Appoint** a new Internal Auditor – Denise Alnutt of SKP Solutions Watlington

Approved unanimously.

**229**. **To consider and approve** internal controls procedure.

KH to audit accounts in preparation for end of year.

**Community Infrastructure Levy**

**230.** No further monies to be received until 2020 when the Mount Hill Development is complete. Ideas for projects to be sought from the village.

**PLAY AREA**

**231.** The remaining funds from the FOTC bank account will be transferred to the PC Bank account where they will be allocated for maintenance of the play area.

**232.** AB will find a site plan of the play area made by Creative Play so that the distances between the equipment can be checked.

**233.** Waiting for Creative Play to respond to the Post Installation Inspection report.

**PLANNING**

**234. 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**

Fee Schedule for town planner approved unanimously. Good progress being made.

**To Discuss the following planning applications.**

**235**. **P19/S0260/HH**

New crossover from property and erection of 1m high fence – open timber to match existing.

Address: 20 High Street Tetsworth OX9 7AS

No Objection

**236. P19/S0170/HH**

Single storey rear orangery.

Address: 15 Swan Gardens Tetsworth OX9 7BN

No Objection

**237. P19/S0157/FUL (Full Application)**

Other Proposal: Renewal of consent for change of use from ancillary accommodation to single dwelling; insertion of three new ground floor windows and two new rooflights serving an additional bedroom, a new lean-to extension housing entrance hall and utility, and installation of new oil tank.

Address: Moreton Field Farm Moreton OX9 2HT

No Objection.

**238. P19/S0083/HH**

Timber Outbuilding

Address: 25 Chiltern View Tetsworth OX9 7AL

No Objection

**To Note the following Planning Decisions**

**239.** Location: Barn at Tetsworth (Easting 469237, Northing 202778) Judds Lane, Tetsworth

Description: Change of use of Agricultural Barn to Dwelling house.

Recommendations On behalf of Oxfordshire County Council, as Local Highway Authority, I recommend the application for planning permission is refused. The Highway Authority recommends Refusal to the proposal on the basis of Highway Safety.

Noted.

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

**240. Enforcement Notice Details**

**SE16/631(A)**

Location

Land at Mount Hill Farm High Street Tetsworth Tetsworth OX9 7AD

Alleged Breach

Without planning permission the material change of use of the Land from agriculture to mixed purposes of (1) agriculture and (2) storage use (use class B8).

Summary of Requirements

(i) Stop using the Land for storage purposes. (ii) Remove from the Land all stored materials and storage racking related to storage use.

Period of Compliance

 Date coming into effect 13/03/2019

Notice Date 28/01/2019

Compliance Date 13/03/2020

Noted

**SE16/631(B)**

Location

Land at Mount Hill Farm High Street Tetsworth OX9 7AD

Alleged Breach

Without planning permission the erection of a building extension for class B8 storage use in the approximate posiiton shown hatched blue on the Plan.

Summary of Requirements

(i) Demolish the building extension referred in 3 above. (ii) Dig up the foundations of the building extension referred to in 3 above. (iii) Remove from the Land all materials resulting from the works required by (i) and (ii) above. (iv) Reinsate areas of the Land disturbed by the works required by (i), (ii) and (iii) above by the laying of topsoil to levels commensurate with the level of immediately surrounding land and the sowing of grass seed.

Period of Compliance

Date coming into effect 13/03/2019

Notice Date 28/01/2019

Compliance Date 13/08/2020

Noted

**SE19/62 Enforcement investigation.**

Location

The Swan Restaurant

5 Upper High Street

Tetsworth

Thame

OX9 7AB

Alleged Breach

Without listed building consent, alterations to a listed building.

Status: Investigation

Target Dates: 6 Week Target Date: 20/03/2019

Noted

**SE19/4**

Land behind the Swan

5 High Street

Tetsworth

OX9 7AB

Alleged Breach

Without planning permission the material change of use of land from ancillary car park to commercial van sales and MOT centre.

Status: Case Closed

Closed Reason: Voluntary Compliance

Noted.

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

The draft report on key views has been received from MB. It will be reviewed by the steering group at the next meeting and feedback provided.

ONH is reviewing the documentation he has been sent – draft NP and supporting evidence.

A decision needs to be made at the next meeting whether an SEA needs to be done.

The NPSG has sufficient funds to pay all invoices and will have £2780.14 left once VAT has been returned. The Locality grant of £8340.00 must be used by the end of the financial year.

SODC will require the return of their money if there is any left at the end of the process.

Two key members of the SG will shortly be leaving the village, new members will be sought.

The local consultation will be in April. The core NP policies will be based on existing SODC policy but taking note of the emerging policies from the Local Plan to 2032.

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

An email from a 3rd party user of TOLC was read out. She was disappointed that she would not be permitted to use the facilities at TOLC independently. However, the PC agreed unanimously that she should take part in TOLC organised sessions.

The TOLC lease agreement was signed by both parties for a further three years.

**243. Correspondence**

Swan Gardens resident email regarding horses using the footpath. – Actioned

Arb Association - Witley Parish Council v Cavanagh Judgement - Noted

Oxfordshire Matters – Noted unanimous decision not to respond.

OALC January Newslette - noted

OPFA Newsletter - noted

SODC Design of new council offices – noted.

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

Greens Committee meeting to be arranged for July.

**245. Date of the next meeting –** 11th March

**246. To Close the meeting**. 9:15pm

**247. Open Forum**