

**Minutes of the Annual Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 13th May 2019**

Present:

Outgoing Chair Cllr Karen Harris (KH)
Chair Cllr Paul Carr (PGC)
Vice Chair Cllr Sebastian Mossop (SM)
Cllr Christopher Thompson (CT)
Cllr Susan Rufus (SR)
Cllr Alexandra Dewson (AD)
C.Cllr Jeanette Matelot (JM)
C.Cllr Nick Carter (NC)

Officer: Helen Croxford (HC)

Members of the public: 8

Apologies for absence: D. Cllr Caroline Newton and Cllr Helen Johns

1. To Elect a Chair for the municipal year 2019/2020

PGC was nominated by AD and seconded by CT to take over in the office of Chairman.
RESOLVED: That PGC be elected Chairman of Tetsworth Parish Council – UNANIMOUS

2. To Receive the Chair's declaration of acceptance of office

PGC accepted his election as Chairman and signed the Declaration of Acceptance of Office.

3. To Elect a Vice-Chair

It was proposed by CT and seconded by AD that SM be nominated. SM was elected as Vice Chairman.
RESOLVED: That SM be elected Vice Chairman of Tetsworth Parish Council for 2019/2020 - UNANIMOUS
SM accepted his election as Vice Chairman and signed the Declaration of Acceptance of Office.

4. To Co-Opt SR onto the Council and Appoint remaining Councillors following the recent Election

RESOLVED: SR, CT and AD Proposed and appointed to Tetsworth Parish Council - UNANIMOUS. All accepted
Their election and signed the Declaration of Acceptance of Office. Helen Johns will be proposed for Office at the next Parish Meeting.

5. To Appoint councillors to outside bodies, sub-committees and other groups.

RESOLVED: KH to continue as the representative on the Travellers Appeal steering group - UNANIMOUS
AD will attend the next Neighbourhood Plan Meetings until such a time as HJ is able to stand as the representative for the neighbourhood steering group - UNANIMOUS
SR to stand as the Parish Councils representative on the Cozens Bequest Steering Group – UNANIMOUS

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

CT asked that it be noted that he is on the committee for TSSC and AD that her Husband is also a Member of the Committee. Noted for future reference.

7. Minutes of Council Meeting held on 8th April 2019 to be signed as a correct record

Minutes signed by PGC as correct and True.

8. Matters arising from the minutes not on the Agenda. - None

9. Public Questions

Majorie Saunders (MS) wished to thank the outgoing Council for all their good works, particularly KH to whom she presented a gift of appreciation from her fellow Councillors. She particularly thanked Gaynor and Max Sellors for their previous assistance on the Council whilst they resided in the village. MS returned all planning documents in her possession and provided valuable background information for her successors.

10. Update of Action List

Ref.	Action Required	Resp	Progress
23/17	Enforcement of hedge replacement at 31 Marsh End	PGC	As yet this has not been replaced. Ongoing. PGC will review current correspondence
22/17	Properties beside the ditch on the Green would be contacted about the responsibility of maintaining the ditch and hedge	PGC	Confirmed by Land Registry & OCC that the ditch & Hedgerow adjoining the Green is the responsibility of The Swan, Swan Gardens and Victoria Gardens on the Eastern side. Northern ditch and hedgerow responsibility of D.Nixey and requires maintenance. Forest School Land and ditch confirmed as Parish Council responsibility. Individual landowners will be contacted to advise of confirmed ownership. PGC to review old minutes for exact information going forward.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	PGC	Jackie Smith had response from Attington - ongoing. PGC to review current information forwarded to him.
330/18	Red Lion PH – community asset needs to be renewed.	HC	Community Asset runs out 2/10/2019 HC to review Documents in preparation
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	HC/HB	Cozens Bequest Will continue to pay for Maintenance. Hazel Bottone (HB) to continue Weekly checks. Agreed by TPC HC to check each July that the maintenance and insurance is in order.
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR	There is still no availability. Still ongoing. SR will chase again

110/18	Parking on High Street. Should white lines be reinstated.	JM	J.Beale met with JM in Tetsworth. White lines will be added to the side of the road in the summer but not down the centre. Double white lines will be discussed further with JM and Keith Stanning due to safety implications. Ongoing.
211/18	Taylor Wimpey Oxfordshire request for PC to adopt footpaths from Swan Gardens to the Green.	PCG	KH spoke to Taylor Wimpey and this will be declined due to lack of funds being offered. To remain ongoing. Email correspondence forwarded to PGC.

11. County Councillors Report.

Report provided by JM & NC sent to TPC in advance

12. District Councillors Report - None

13. Parish Councillors Report. - None

Finance

14. To Confirm the salary scale for the clerk in line with the Joint National Council Agreement.

Resolved: To confirm the Pay scale SCP14 £11.67 per hour from April 2019. Contractual hours 36 per month. UNANIMOUSLY Agreed and Contract signed.

15. To Consider and Approve insurance renewal for TSSC

Resolved: J. Bennett & Son has sent the renewal quotation for the insurance of the sports and social club. The cost is as follows: Property owners renewal - £847.77

Legal Expenses renewal - £40.32

Total **£888.09**

Anthony Bottone, confirmed that relevant checks had been completed, Certificates were approved by the PC – UNANIMOUS

16. To Consider and Approve insurance renewal for TPC

Resolved:

Renewal Premium incl IPT £880.65

Additional Fee £50.00

Total Premium **£930.65**

Approved and Agreed - UNANIMOUS

17. To Receive and Approve the Monthly Financial Report – Approved and Agreed -UNANIMOUS

18. To Approve expenditure and sign cheques/approve electronic payment

PK Inprint Ltd £20.00
Impact Accoustics £1914.00
C. Devey £252.46
H.Croxford £292.70
Think trees £510.00
DTC x 4 invoices – total £678.00
Tetsworth Memorial Hall x2 invoices total £374

Approved and Agreed - UNANIMOUS

19. To Approve agreement from COCO Accounting.

Fee quoted as £130.00 + VAT - Noted

20. CIL

To note payment of £11969.69. Agreed Further payments of approx. £26,000.00 still due.

21. Play Area/Skate Ramp

SR Nominated to oversee the Play area going forward. All paperwork has been forwarded by HC. PGC and SR to make a detailed inspection following reports of spinning rung on one of the ladders. SR will close the area with Hazzard tape in the short term.

Planning

22. Application for P18/S2996/FUL Proposed development for Gas Fired Electricity Generating Facility at Lobb Farm Tetsworth

PGC will draft a response and an Objection will be submitted before the deadline on 15th May 2019

23. Application for P19/S1311/HH Proposed single storey side car port extension and rear porch at Harelsford Cottage Stoke Talmage Road Tetsworth

Alternative scheme to Planning permission P18/S4090/HH – Approved UNANIMOUS

24. To Approve request P19/S1226/LDPfor Certificate of Lawful Development For Proposed use of existing barn for a self-contained residential dwelling at, Barn at Tetsworth Judds lane Tetsworth

Noted.

25. Travellers site Planning Appeal - Ongoing

26. Other Planning Considerations - None

27. To Receive an update about the Neighbourhood Plan – Ongoing, information now uploaded to the website.

28. To Consider any issues about the Village Environment.

Report from thinktrees, item 7. needs actioning within one month from the date of the report on 23rd April. Due to the exceptional circumstances TPC voted to forego the three quotes usually required and employ DTC to attend to the issue as a matter of urgency. The remainder of the report will be actioned as per the usual protocols. HC will request tenders from three separate companies going forward. UNANIMOUSLY AGREED.

29. Correspondence.

Notification of Road closure TTRO T6613. PGC to establish exact location and place the notice on the village notice board.

30. Other Matters for Discussion

OALC Course for Roles and Responsibilities of the Council. Cost of the Course is £85.00 + VAT per delegate. All Councillors and the Clerk agreed to Attend. Cost approved. UNANIMOUS

31. Date of the Next Meeting

The next Parish council meeting will be held on the **10th June at 7:30pm.**

32. To Close the Meeting

The meeting closed at 21.40pm