



**Tetsworth Parish
Council**

Clerk: Helen Croxford

111 High Street

Chalgrove

OX44 7SS

Tel: 01844 867166

Email: clerk@tetsworthparishcouncil.co.uk

**Minutes of the Meeting of Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 11th November 2019**

Present:

Chair Cllr Paul Carr (PGC)

Vice Chair Cllr Seb Mossop (SM)

Cllr Christopher Thompson (CT)

Cllr Susan Rufus (SR)

Cllr Ali Dewson (AD)

Officer: Helen Croxford (HC)

Members of the public: 6

Apologies for absence: PCSO Graham Davey, C.Cllr Jeanette Matelott and D.Cllr Caroline Newton

153. 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 – There were NONE

154. Minutes of the Council Meeting held on the 14th October 2019 to be signed as a correct record.
UNANIMOUSLY AGREED

155. Matters arising from the minutes not on the Agenda - NONE

156. Public Questions.

Messrs Handy and O'Shea from Strutt and Parker addressed the PC to outline their thoughts on the types of development that they felt would be possible on the land known as 'The Car Boot Field', bearing in mind the current delay in the SODC local plan, their need to act on their client's behalf and with due regard to the appeal verdict against their previous application. The plans that they presented were for illustration only and not representative of any particular proposed application but gave the PC an idea of the potential scale of development that might be presented.

157. Update of Actions 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.
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	SM	SM Received and email from Jackie Smith (JS) the Public Rights of way Officer at OCC on 08/11/2019 confirming this is still in progress as the diversion is still being processed. Ongoing.
330/18	Red Lion PH – community asset needs to be renewed.	AD	Community Asset runs out 2/10/2019 Despite a detailed submission, the Community Nomination Ref 19S09/1 has been denied due to lack of evidence that the asset meets the new stringent rules. AD will investigate if we can appeal/resubmit the application and ascertain what further information is required. Ongoing.
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/SR	SR will attend the next Cozens meeting as there appears to still be confusion with the length of time the defib would be supported by Cozens. Ongoing. As Hazel Bottone has stood down, the checking of the Defib will now be added to the rota for checking at the same time as the play equipment. Unanimously Agreed.
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR/AD	There is still no availability. SR has chased again and resubmitted an application. Still ongoing
83/19	Bus Shelter	HC	Clerk researching quotations – A suitable style was chosen by TPC. HC will get final quotation. Ongoing
85/19	New Notice Board	HC	It was decided that with available grants and match funding it would be sensible to replace both noticeboards at the same time. UNANIMOUSLY AGREED. Clerk to continue researching quotations - Ongoing
88/19	Community Speed Watch	PGC	Volunteers to be sought to operate the scheme – JM & JG volunteered to man a session. If anyone wishes to add their services please contact the clerk. Ongoing.
47/19	New TPC telephone and Upgrade to Antivirus software for TPC Laptop	HC	Clerk researching quotations – HC will check when we can cancel the current contract and purchase a new mobile to the value of £10 per month Maximum. Possibility of utilising an existing hand set being investigated. Ongoing
55/19	Speed Signs	CT	Quotations in progress. Ongoing.
101/19	Councillor Vacancy	HC	Vacancy has proceeded to Co-option. Position advertised. Additional Advert to be forwarded to CC for the Village Newsletter. AD will re position the advert on the website for a further boost. Ongoing.

158. County Councillors Report – NONE

159. District Councillors Report – NONE

160. Parish Councillors Report

PGC and HC attended the OALC code of conduct course. They reported that it was informative and useful, particularly in respect of Social Media.

Finance

161. To Receive and Approve the monthly financial report. **UNANIMOUSLY APPROVED**

162. To Discuss and Note.

a) Receipt of Wayleave rents. NOTED

b) Outstanding rent for Parking Spaces at 24 High Street, Tetsworth.

Clarification is needed as to who the actual owners of this property are. HC will investigate further as the letter addressed to the 'Occupiers' has not been responded to. A further demand will be sent.

UNANIMOUSLY AGREED

c) Home Insurance increase and National Insurance for the Clerk.

Due to working from home the Clerk reported an increase of £1.36 per month from November 2019 in her home Insurance premium with Nationwide. This will be added to her invoice going forward.

UNANIMOUSLY AGREED.

In addition, the payment of overtime last month put the salary into the bracket for N.I. to the sum of £77.57. This was deducted from the amount paid to her by the council and paid to HMRC directly. This also triggered a request for TPC as the employer to make a contribution for the sum of £89.20. On advice from a tax adviser this does not require payment as it is within the N.I. allowance for the year and will be rectified with the end of year account with HMRC. Future payments are unlikely to trigger N.I going forward. **NOTED**

d) PWL next payment due 02/12/2019 - NOTED

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

OALC (PGC & HC Audit Course Part 1)	£120.00
OALC (PGC & HC Audit Course Part 2)	£120.00
Computer Assistance (Remote Support for email signature)	£48.00 <u>DISPUTED</u>
Fearless Ramps (Skate Park repairs)	£3450.00
Printed Today (NPG Banner)	£21.39
NPG Expenses (Glynswood of Thame/The Print Shop)	£17.97
H. Croxford (Oct)	£369.37
HMRC for Clerk	£84.00

All payments **UNANIMOUSLY APPROVED** with the Exception of Computer Assistance. HC will contact the company as it was **AGREED** the works had not been completed and it was unclear why the charge had been raised.

164. Play Area/Skatepark

a) Update and Weekly Inspection Reports (reminder to all councillors to forward electronic copies)

SR provided copies of recent inspections. No new issues to report, however the Stilts are still taped off.

NOTED

b) To discuss Annual Inspections.

Fearless ramps have completed their works. HC will chase Creative Play regarding the repairs outstanding on the play area and the quote for extra rubber flashing. **NOTED.**

c) To decide on additional sign for play area against adult use of equipment.

It was decided that further signs were unnecessary as the new signage should be adequate for stating the ages applicable. **AGREED UNANIMOUSLY.**

Planning

165. To Note the following Planning Decision as APPROVED.

P19/S0478/FUL Mount Hill Farm 19 High Street, Tetsworth OX9 7AD

Variation of conditions 2- approved plans 7- off-site highway works 8-landscaping scheme and 9- surface water drainage works on application ref P16/S2957/FUL. Erection of two detached dwellings with access, parking and amenity space - **NOTED**

166. To Discuss any further Planning Considerations at the meeting.

Application Reference: P19/S3402/FUL Barn at Tetsworth Judds Lane Tetsworth OX9 7BN

Erection of a dwelling, parking, access, landscaping and associated works following the demolition of the existing redundant agricultural barn.

As this notification arrived after the publication of the Agenda, TPC require further time to discuss this application. It was therefore **AGREED** to discuss this as an extra item at the Budget Meeting on Monday 25th November 2019 so as to meet the 28th November planning deadline.

167. To Receive an Update on the Traveller Site Appeal

The appeal has now been closed for deliberation. TPC will be notified once this has been completed. TPC would like to thank Karen Harris and Aiden Lynch for the huge amount of work put into gathering and compiling information.

168. To Discuss Tetsworth Neighbourhood Plan

Now half way through the consultation period and the NGP have had had responses from various bodies thus far. They are hoping that there won't be too many adjustments and they will be on track for the next stage of Regulation 19 by early December as planned. JG provided an up to date Statement of Account.

NOTED.

It was **UNANIMOUSLY AGREED** that it was unnecessary to join the Lobby group Membership.

169. To Consider any issues about the village environment.

a) TTRO T7158 Road Closure at Thame, Wheatfield House. NOTED

b) Gates across Judds Lane. In the email from Jackie Smith in item 158 to SM. It was **NOTED** that the erection of unauthorised gates across the bridleway was being investigated. There are safety concerns that the bridleway is being used by unauthorised vehicles. However, JS stated that Legislation doesn't allow an authority to authorise gates on a bridleway unless it is preventing ingress or egress of animals on land that is used under the Highways Act 1980. JS reported that CCTV evidence and reports are being looked into by the legal team and the situation is therefore **ONGOING**.

170. Correspondence

- a) Press release for Grants in South Oxfordshire, Deadline 2nd December 2019 – **NOTED**
- b) Homelessness and rough sleeping strategy - **NOTED**

171. Items for Next Agenda Not Already Mentioned.

- a) The Memorial Hall Committee need formal notification of funds available from CIL towards the Kitchen upgrade in order to apply for match funding.
- b) Request from Marjorie Saunders, for funds towards VE Day next year.

172. Date of the next meeting 25th November 2019 at 7.30pm.

173. Meeting Closed 21.01pm.

174. Open Forum.



Helen Croxford Clerk & RFO