



# Tetsworth Parish Council

Clerk and RFO: Helen Croxford

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## Minutes of the Virtual Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 13<sup>th</sup> July 2020

### Present:

Chair Cllr. Paul Carr (PGC)  
Vice Chair Cllr. Seb Mossop (SM)  
Cllr. Christopher Thompson (CT)  
Cllr. Susan Rufus (SR)  
Cllr. Karen Bennett (KB)  
Cllr. K Andrews (KA)  
D.Cllr. Caroline Newton

**Officer:** Helen Croxford (HC)

**Members of the public:** 2

**Apologies for Absence:** C.Cllr Jeanette Matelot (JM)

### 58. 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. **NONE**

### 59. Minutes of the Council Meeting held on the 11<sup>th</sup> May 2020 to be signed as a correct record

**UNANIMOUSLY AGREED**

### 60. Minutes of the Extraordinary Meeting held on 7<sup>th</sup> July 2020 to be signed as a correct record.

**UNANIMOUSLY AGREED**

### 61. Matters arising from the minutes not on the Agenda

**Minute 54/20 – The request for picnic tables on the Green.**

Further to the recent EPM on 7<sup>th</sup> July and agreement was drawn up between TPC and the Red Lion to provide picnic tables, for a maximum period of 3 months on the Green. PGC has taken pictures for

insurance purposes, of the tables to be loaned and completed the relevant documentation. TPC **UNANIMOUSLY AGREED** to the contents therein and PGC will get the required signatures.

## 62. Public Questions

Heather Aston (HA) – TOLC

HA had emailed TPC following a request from a member of the Parish to allow a third party to use the Forest School for a birthday party which would not involve TOLC. She explained that though the request had been retracted, it did raise issues as to liability, should they have wished to proceed. HA explained that when she is running sessions for TOLC she does so with her own Liability insurance. HC will investigate with Came & Co to establish exactly how our liability for the forest school is covered and TPC can then make an informed decision should the issue arise again. HC will also keep HA informed of the outcome.

## 63. 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. The hedge is beginning to grow back now. <b>PGC will review in Sept 2020.</b>
87/17	Footpath at Attington Stud. Path rerouted. No planning application submitted.	SM	Still in progress with the footpath warden. SM has emailed again and is awaiting another response. <b>ONGOING.</b>
330/18	Red Lion PH – community asset needs to be renewed.	SM	Community Asset ran out 2/10/2019 SM to review the conditions of a community asset. SM will investigate further. <b>ONGOING.</b>
48b/18	St Giles Church/Probation Service. SR. has contacted them and is waiting for a response.	SR	There is still no availability. <b>For review in Feb 2021</b>
272b/20	Bus Shelter	HC	It was <b>UNANIMOUSLY AGREED</b> to proceed with the Externiture quotation to refurbish the shelter from CIL Funds, providing the quote remains under £2000.00 as it was prior to COVID.
85/19	New Notice Board	HC	As previous quotations are now out of date due to the CVID situation. This process will begin again and HC will request new tenders for the sept meeting. <b>ONGOING</b>
88/19	Community Speed Watch	PGC	This is now on hold until the A40 is reopened. <b>ONGOING</b>
47/19	Upgrade to Antivirus software for TPC Laptop, Outlook monitoring & General Laptop tuning.	HC/CT	Due to the lockdown restrictions HC & CT are unable to meet to carry out the necessary tasks. <b>For review in Sept 2020</b>
55/19	Speed Signs/VAS	CT	Congratulations to all involved and thank you for all your hard work. The speed signs are now up and running. <b>COMPLETED</b>
132a/19	A40 Closure proposals	TPC	The works have begun and the road is currently closed. <b>COMPLETED</b>
169b/19	Gates Across Judds Lane	SM	Initially this was a complaint to remove the barriers. However, needs of the bridleway have now changed and the complaint retracted. <b>COMPLETED</b>
162b/19	Rent for two parking spaces at 24 High Street.	HC/SR	As the Parish Office remains inaccessible due to COVID. Necessary documentation is unavailable at this time. SR will speak to the home owners directly. <b>ONGOING</b>
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	SR/CN	A decision was due by 15.07.20. CN is now in communication with Jeremy Peter at SODC to ensure the matter is resolved. <b>ONGOING</b>
219d/20	Jitty & Ditches around the green	HC	SOHA still has not cleared the area from Elm close to the back of

			the garages. HC will chase them again. <b>ONGOING</b>
296a/20	Harrington P20/S1261/SCO	PGC	Nothing to report. <b>ONGOING.</b>
296b/20	Harlesford & Cornwell Solar Farms	TPC	Planning applications have now been submitted. <b>COMPLETED.</b>
41c/20	Skate Ramp	TPC	The ramp was due to be repaired last week. SR reported that the works had not been carried out. HC to chase Fearless Ramps urgently. <b>ONGOING</b>
45b/20	Tree at 24 The Laurels	TPC	It was confirmed that the tree does belong to TPC. <b>UNANIMOUSLY AGREED</b> to engage DTC to carry out a tree survey, to determine if the tree can be cut back or needs removing. <b>ONGOING</b>
46b/20	Blocked Footpaths	PGC	PGC is in dialogue with SODC as there are a number of issues across the Parish. Going forward the issues raised in 46b/20, 77a/20 and the unauthorised use of Motor vehicles on Judds lane will all be considered under a new heading of Highways & By-Ways from the next meeting. <b>COMPLETED in this Format.</b>

#### **64. County Councillors Report - NONE**

#### **65. District Councillors Report - Cllr Caroline Newton**

CN reported that the Consultation deadline for the development of Chalgrove Airfield has been moved to September following pressure from surrounding parishes. CN Feels it is counterintuitive to review the planning application before the Environmental Impact Plan has been implemented and the Local plan in place.

CN has had several complaints regarding the increase in the dog bin emptying fees. Many of the smaller parishes have been negatively affected. TPC confirmed that it too was feeling the impact, as such a large increase had not been budgeted for. However, TPC has sufficient reserves to cover the overspend.

#### **66. Parish Councillors Report - NONE**

##### **Finance**

#### **67. To Receive and Approve the monthly financial report - **UNANIMOUSLY AGREED****

#### **68. To Approve VAT reclaim adjustments raised by the Internal Audit. **NOTED & AGREED****

#### **69. To Discuss the Online Roles & Responsibilities Course for 16<sup>th</sup> September 2020 run by OALC for KB & KA.**

KB confirmed that she is willing to attend the online Course. KA will need to check her work commitments. As all other members of TPC have attended this in the past, it was **UNANIMOUSLY AGREED** to cover the cost of both parties attending the course at such a time as it can be organised and the Clerk has discretion to book when available. HC will follow up with OALC.

#### **70. To Repeal the Resolution at item 2, of the extraordinary meeting of the Council on 20<sup>th</sup> March 2020. Now that the COVID – 19 Regulations have been amended and virtual meetings have commenced, devolved powers to the Clerk are no longer required. **UNANIMOUSLY AGREED.****

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

Wiseserve (Email Domain)	£4.80
Community Heartbeat Trust (Defib Annual Support)	£151.20
H. Croxford (Clerk Salary)	£572.95
HMRC (Clerk Salary)	£130.60
Paul Carr (Zoom Invoice June)	£14.39
DTC (Grass Cutting)	£156.00
DTC (Grounds Maintenance)	£126.00
CPA Horticulture (for payment when invoice arrives in August)	£195.00
TSSC Green Donation	£1500.00

**UNANIMOUSLY AGREED**

**72. Play Area/Skatepark**

**a) Monthly Inspection Report.**

All is in good working order and the monthly reports have been **RECEIVED**. The area has been cleared of weeds and the bark replaced. SR reported that Fearless Ramps did not turn up to complete the requested repairs as promised.

**b) Reopening of PATCH.**

TPC worked tirelessly to get the play area up to the required Government standards for reopening during the Corona Crisis. Signs have been displayed all around the PATCH, Ramp & Gym equipment to ensure all users do so safely. CN confirmed that she was able to contribute a grant for permanent signs once we have received all the quotations. HC will email her with the final information. TPC **UNANIMOUSLY AGREED** that provided their quote remained competitive and within the £500.00 maximum budget, The Sign Shed, would be the preferred supplier. Previous signs in the PATCH had been obtained from them and continuity of previous service was key.

A huge thank you to everyone who gave up their time to get the play areas open as soon as possible. A lot of effort went into this and is greatly appreciated.

**c) Update on Skate Ramp repairs.**

Repairs to the split boards were due to commence last week. HC will chase Fearless ramps again to ensure that the ramp is not closed for longer than is necessary.

**d) To note Delivery of Maritime Play Bark from CPA Horticulture.**

The arrived and has be put down in the PATCH. HC to order 100 more bags so that we have stocks in reserve. **UNANIMOUSLY AGREED.**

**Planning**

**73. To Note the following Planning Decision.**

**Application No: P20/S1469/HH** Site Location: Bellevue 17C Swan Gardens Tetsworth OX9 7BN  
Application proposal, including any amendments: New roof to front porch. **GRANTED. NOTED**

#### **74. To Discuss the following Planning Applications**

##### **a) Proposed Development at Chalgrove Airfield P20/S2134/O.**

Submissions for this application have been extended to September. It was decided that a Planning Sub-Committee should be formed to discuss this issue and those raised by the Harrington development, in greater depth and then report to TPC at an Extraordinary meeting on 24<sup>th</sup> August 2020. CT agreed to Chair the committee with assistance from JG. Between them they will assemble a team of volunteers to gather the relevant information.

#### **75. To Discuss any further Planning Considerations at the meeting.**

##### **a) Letter from Paul Lucas regarding the Mount Hill Application PO/S0981/0**

Mr Lucas requested that TPC look again at the application following the retraction from highways, to the application. TPC discussed the matter but **UNANIMOUSLY AGREED** to continue with their objection as they felt strongly that safety issues on the A40 still needed addressing. HC will respond to Mr Lucas.

##### **b) Harlesford & Cornwell Solar Farms PO/S2333 & S2334/SCO**

Now that the Scoping reports are in the application is in full progress. TPC **UNANIMOUSLY AGREED** that they had **NO OBJECTIONS**, provided that the conditions of the scoping report were adhered to.

#### **76. Tetsworth Neighbourhood Plan**

John Gilbert (JG) spoke to Ricardo at SODC who confirmed that the NDP consultation will not be extended beyond 28 July. They will be updating their website next week. They will also be sending HC and JG an A4 poster to publicise how to access documentation if the village hall remains out of use. We will post paper copies on the PC noticeboard and possibly give copies to the school and pub. Information will also be on the website and Village Facebook page as usual.

#### **77. To Consider any issues about the village environment.**

##### **a) Kissing Gates on the Oxford Way.**

This will be looked into further by PGC as part of the new Highways and By-ways discussed in the update of Actions list. He will report to the September meeting of the Parish. **AGREED.**

##### **b) AGM Newsletter.**

**AGREED** ready for distribution.

##### **c) Unauthorised use of vehicles on Tetsworth Common.**

This will now become a police matter. Any usage of motorised vehicles on the common will be reported to 101 immediately. **AGREED**

##### **d) Email from Heartbeat Trust.**

Confirmation was required that TPC would not be responsible for the defibrillator sited at the Tetsworth Sports and Social Club. HC advised them that this was now the sole responsibility of TSSC and that TPC were responsible only for the equipment sited at Tetsworth Memorial Hall.

**UNANIMOUSLY AGREED.**

e) Tree preservation order 94 & 88 High Street - NOTED

**78. Correspondence.**

a) Deep Cleanse South & Vale Waste team. **NOTED**

b) South & Vale Social Distancing. **NOTED**

c) SSEN Electricity Supply faults. **NOTED**

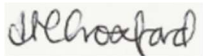
**79. Website and Social Media - NONE**

**80. Items for Next Agenda Not Already Mentioned - NONE**

**81. Date of the next meeting 24<sup>th</sup> August 2020 at 7.30pm**

**82. Meeting Closed 21.42pm**

**83. Open Forum.**



Helen Croxford Clerk & RFO