**Tetsworth Parish Council**
hairman & Interim Proper Officer

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**Minutes of the Meeting of Tetsworth Parish Council**

**Held at 7.30pm on Monday 12th July 2021**

**Present:**

Chair Cllr. Paul Carr (PGC)

Vice Chair. Seb Mossop (SM)

Cllr. Sanjiv (Kim) Bhagat (KB)

Cllr. Susan Rufus (SR)

Cllr. Christopher Thompson (CT)

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

**In Attendance:** OCC, Cllr Nigel Champken-Woods (NCW)

 OCC, Cllr Kate Gregory (KG)

 SODC, Cllr Caroline Newton (CN)

**Members of the public:** 3

**Apologies for Absence:** None

**331. 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**

**332. To Approve the Minutes of the Council Meeting held on 5th May 2021 for signing – UNANIMOUSLY AGREED**

**333. To Approve the Minutes of the Extraordinary Council Meeting held on 17th May 2021 for signing – UNANIMOUSLY AGREED**

**334. To Approve the Minutes of the Extraordinary Council Meeting held on 1st June 2021 for signing - UNANIMOUSLY AGREED**

**335. To Approve the Minutes of the Extraordinary Council Meeting held on 14th June 2021 for signing - UNANIMOUSLY AGREED**

**336. Matters arising from the minutes not on the Agenda - NONE**

**337. Public Questions – NONE**

**338. Update of Actions List**

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| **Ref.** | **Item Requiring Action** | **Resp** | **Action/Progress** |
| 23/17 | Enforcement of hedge replacement at 31 Marsh End | PGC | The hedge is still growing without restriction. **Review in September.** |
| 87/17 | Footpath at Attington Stud FP58. Path rerouted. No planning application submitted. | PGC | OCC Byways staff making site visit to assess all parish footpath issues. Outcome will be reported as a new agenda item. Discussed at 356c/21. **COMPLETE.** |
| 85/19 | New Notice Board | PGC | Order is in Board received. Lower of received installation quotes for £190 + VAT from Wilson Property Maintenance **APPROVED UNANIMOUSLY.** Siting to be agreed with Memorial Hall Chair. **ONGOING** |
| 88/19 | Community Speed Watch | PGC | Covid. **ON** Batches of speed data now being downloaded from VAS and forwarded to TVP**.** Further batches needed to establish trends and issues.Use of Community Speed Watch equipment may not now be necessary. **ONGOING** |
| 47/19 | Upgrade to Antivirus software for TPC Laptop, Outlook monitoring & General Laptop tuning. | PGC | Some improvement achieved by PGC, but proposal to investigate purchase of new laptop **AGREED**.Option for purchase of AVG Internet Security package **REJECTED UNANIMOUSLY** |
| 45b/20 | Tree at 24 The Laurels | TPC | Required reduction done. **COMPLETE** |
| 218a/20 | SE19/341 Land North of A40 Adjacent to the Gate House | TPC | Final Appeal submissions due 13 July. PINS inspector site visit scheduled for 20 July. **ONGOING** |
| 183g/20 | CIL Funding | TPC | **CIL Costings and Progress**1) Village Wicket Gates. Awaiting views of OCC Highways officer. Funding deadline has been extended. **ONGOING**2) Trim trail for Tetsworth Primary School. CT confirmed with SODC’s infrastructure Implementation Officer that CIL is appropriate for such school projects. Proposal now priced. **ONGOING**3) Village Sign. £3000.00-£4600.00. No suitable location identified, so proposal dropped for time being. **COMPLETE**4) Benches on the Green. 3 replacement benches on order for delivery end-July. Storage arranged at Spencer’s Farm. Installation arrangement to be investigated. **ONGOING** 5) Footpath Kissing Gates on Oxfordshire Way. Awaiting outcome of OCC Byways staff site visit to review all parish footpath issues. **ONGOING**6) Memorial Hall Improvements. Further costed details of individual projects received from TMH Committee. Discussion reported under 346d/21. **ONGOING**  |
| 212b/21 | Development to The Swan not covered by a planning application | SM | Letter sent to the Landowner.Resolution of ditch blockage at 305c/21 also to be pursued. Meeting to be arranged. **ONGOING** |
| 259b/21 | Dog Fouling Signs | TPC | Decision that signs not likely to improve issue **AGREED UNANIMOUSLY. COMPLETE** |
| 263a/21 | New dog waste bin on Judds Lane | PGC | Purchase discussed under 355/21. Permission to fix to highways sign at Judds Lane/A40 junction to be investigated with OCC. **ONGOING** |
| 299d/21 | Disputed dog waste bin emptying invoice from SODC | TPC | Resolved. **COMPLETE** |
| 305a/21 | Illegal access to Common via gates/bridges from properties on boundary | PGC | Letter to residents being drafted to ensure they are aware of the issue. **ONGOING** |
| 305c/21 | Drainage ditch blockage at site of The Swan | SM | Letter sent to the Landowner.Resolution of planning issue at 212b/21 also to be pursued. Meeting to be arranged. **ONGOING** |
| 305e/21 | Contact Scoop Doggy Dog to increase bin emptying frequency to weekly and seek quote for extra bins | TPC | Contract terminated. **COMPLETE** |
| 305f/21 | Investigate ownership of dilapidated bench alongside War Memorial | TPC | TPC ownership established. Village resident investigating repair and maintenance options. **ONGOING** |
| 307a/21 | Seek OCC advice whether public footpath stiles must legally provide access for dogs | TPC | No obligation to provide dog access. **COMPLETE** |
| 307b/21 | Reinstatement of white lines on A40 | PGC | White lines outside 30mph signs reinstated, but none through village. OCC councillors will inquire outcome of ‘no lines’ trial and report back. **ONGOING** |
| 322c/21 | Make written representation to PINS by 22 June agreeing with SODC enforcement action SE19/341 and supporting dismissal of appeal. | PGC | Representation submitted. **COMPLETE** |
| 345/21 | Pursue recovery of Traveller Site appeal costs through PHD Chartered Town Planners | PGC |  |
| 346c/21 | Advise TOLC to investigate safeguarding issues of trail camera images | PGC |  |
|  |  |  |  |
| 349a/21 | Respond to Dodwells Solar farm public consultation | PGC | Submitted 13 July. **COMPLETE** |
| 349b/21 | Request SODC to investigate planning status of new building at OX9 7DA | PGC |  |
| 349c/21 | Send ‘Nil Return’ to OCC Local List of Info Requirements update | PGC |  |
| 354/21 | Investigate OALC support for website access upgrade | CT |  |
| 355a/21 | Monitor OCC investigation of school extension project progress | PGC |  |
| 356a/21 | Monitor OCC Highways feedback on A40/B4021 Link Road visibility splay | PGC |  |
| 356b/21 | Investigate extent of SOHA responsibility for Marsh End footpath maintenance | PGC |  |
| 357b/21 | Investigate viability of running village first aid training session | SR |  |
| 357f/21 | Liaise with Swan gardens resident over overgrown footpath issue | CT |  |

**339. County Councillors’ Report**

NCW and KG confirmed that they would be working together to support all parishes in their Division, but would take the lead individually on resolving specific issues.

 In their written report they announced that the Lib Dems and Greens had formed an alliance with Labour councillors to control OCC following the May 2021 elections. Liz Leffman had been selected as Council Leader.

 They encouraged applications for Councillor Priority Funding from the £15,000 allocated to each of them for the next 2 years. They confirmed that a proposal to allocate funds to parishes according to population size had been dropped.

**340. District Councillor’s Report**

CN reported that an application for Judicial Review of the SO Local Plan 2035 had been rejected by the Court of Appeal.

 She advised that a recent planning appeal inspector had concluded that SODC did not have a 5 year housing land supply triggering the ‘tilted balance’ in favour of planning approval. SODC believes that it actually has a 5.33 year supply which it can demonstrate at any forthcoming inquiries. However, this position might not be sustainable as significant delays in adopting the SO Local Plan 2035 have had a knock-on effect delaying implementation of some major housing projects. She was concerned that this might have implications for the Harrington proposal coming forward again and was investigating.

 Her Councillor Grants Scheme funding for the year was £5,000 and bid windows were likely to be open from 12 July – 24 September with a second round from 15 November – 4 February.

 SODC was now working through a backlog of 2,500 new customers waiting for garden waste bins.

**341. Parish Councillor’s Report**

 The Chairman reported that he had logged into the OALC AGM. There were no issues of significance for Tetsworth.

**342. Councillor and Parish Clerk Vacancies**

There had so far been no applications for the Parish Clerk role and wider advertising would be undertaken. A local resident had shown interest in becoming a co-opted parish Councillor.

 A draft proposal of the co-option procedures for councillor vacancies as Standing Orders Annex B was **APPROVED UNANIMOUSLY.**

**Finance**

**343. Monthly Financial Reports**

The Monthly Reports for May and June 2021 were **APPROVED UNANIMOUSLY.**

**344. Approval of Expenditure**

The payment of cheques/electronic payment for the following invoices was **APPROVED UNANIMOUSLY.**

OALC (Inv W-1708) £120.00 (from Training budget)

 Pet Waste Solutions £21.60 (already paid iaw FR 3.4, dog bins budget)

 Devey Tree Care (Inv 2296) £906.00 (from grass cutting budget)

 Devey Tree Care (Inv 2301) £240.00 (payment ex VAT received from resident)

 Wiseserve (Inv 7639) £4.80 (from website and quickbooks budget)

 The previous payment of £4.80 to Wiseserve (Inv 6973) was **NOTED.**

**345. Other Finance Items**

The payment for renewal of insurance with Came & Co and electronic receipt of documentation was **NOTED.**

Further pursuit of the award of costs from the Traveller Site appeal hearing with PHD Chartered Town Planners was **AGREED UNANIMOUSLY**. KG agreed to enquire with SODC officers whether they had yet recovered the Council’s costs from this inquiry.

**346. Requests for Grants/Donations**

 **a. Physically Disabled Adults Across Oxfordshire.** A donation of £100 was **APPROVED UNANIMOUSLY.**

 **b. South and Vale Citizens Advice.** A donation of £100 was **APPROVED UNANIMOUSLY.**

 **c.** TOLC**.** The Forest School site had experienced some occurrences of vandalism. TOLC was considering installing trail cameras to monitor the situation and had asked TPC to consider a donation towards the cost. Councillors were uncertain about safeguarding issues of any retained images and **AGREED UNANIMOUSLY** to advise TOLC to investigate the issue in collaboration with TSSC who were also considering installing CCTV as a security measure.

 **d. Tetsworth Memorial Hall.** Further to 183g/20, TMH had provided additional costed details of its improvements projects and was seeking financial support from TPC. Out of a total cost of more than £80,000, TMH was seeking a contribution to the approximate £33,000 funding needed. Along with other smaller grants, TMH had been awarded £15,000 by SODC, largely justified by satisfying climate change criteria. Although currently extended, the SODC grant validity could be withdrawn in August without matched TMH funding. The installation of an air pump heating system was the highest priority, but was the most expensive project priced at £33,400.

 After discussing alternative funding sources including a Public Works Development Loan, and pending an SODC decision on further extension of its grants implementation deadline, a proposal to earmark £5,000 from the CIL account as an interim award was **APPROVED UNANIMOUSLY.**

**Planning**

**347. Planning Decisions**

Granting of planning permission to the following applications was **NOTED.**

 **a. Application Reference: P21/S0015/O (59 and Thistley Piece High Street Tetsworth OX9 7BS).** Outline application for the demolition of existing buildings and construction of a building for Industrial use with associated external works.

 **b. Application Reference: P21/S1923/HH (2 High Street Tetsworth OX9 7AT)**. Relocation of existing stables.

 **c. Application Reference: P21/S1931/HH (Melon Place Tetsworth OX9 7BY)**. Two storey rear extension and single storey front extension.

**348. Planning Application**

 **Application Reference: P21/S2655/HH (11 Marsh End, Tetsworth Oxon OX9 7AU).** First floor side extension & alteration to existing roof to form habitable accommodation **– SUPPORTED UNANIMOUSLY.**

**349. Further Planning Issues**

 **a. Dodwells Solar Farm.** A proposal to send a response to Pegasus Planning Group’s public consultation objecting to this development was **AGREED UNANIMOUSLY.**

 **b. New Wooden Building at Thame Road OX9 7DA.** It was unclear whether this new structure had or needed planning permission. A request to SODC to investigate its planning status was **AGREED UNANIMOUSLY.**

 **c. OCC Information Requirements.** A ‘Nil Return’ response on the OCC Local List of Information Requirements update was **AGREED UNANIMOUSLY.**

**Play Areas and Safety Equipment**

**350. PATCH/Skatepark**

Routine inspection had resulted in minor maintenance repairs, and delamination on the skate-ramp had been **NOTED.** Arrangements for the annual independent inspection were in hand.

**351. TOLC/PATCH Littering**

Disappointment over the lack of care by facility users was **NOTED.** TOLC was considering camera monitoring of its site.

**352. Defibrillator Equipment**

Routine checking of the equipment had revealed the repeated appearance of an error code which could be cleared. A software fix had been supplied and its effectiveness monitored.

**Neighbourhood Plan**

**353.** The residual balance in the Neighbourhood Plan sub-account had been reported as £1410.58 assuming full recovery of VAT. The proposal to allocate a third of the total to each of the Legal, Section 137, and ramp Repair sub-accounts was **AGREED UNANIMOUSLY.**

 The TPC hard copy of the ‘made’ Neighbourhood Plan for public access was still awaited from SODC.

**TPC Website**

**354.** To comply with current regulations for accessibility, the website needed to satisfy WCAG 2.1 AA requirements. QuickFixIT had provided an estimated cost of £1920 + VAT, and a proposal to commit up to £2,000 + VAT was **APPROVED UNANIMOUSLY.** The possibility of support from OALC would be investigated.

**Village Environment**

**355. a. Provision, Use and Emptying of Dog Bins.** The change of emptying service provider from Scoop Dotty Dog who had been in breach of contract was **APPROVED UNANIMOUSLY.**

 A proposal to purchase 2 additional bins to be located in the Judds Lane and Village Green areas at a cost of up to £300 VAT each (to include installation) was **APPROVED UNANIMOUSLY.**

 **b. Bus Service 275.** The withdrawal of the Saturday service from 21 June was **NOTED.**

 **c. Primary School Extension Project.** There was growing concern over the lack of progress on implementation of this Section 106-funded project. The site was still owned by the developer, Croudace, pending OCC being satisfied that the Section 106 site preparation requirements had been completed. In the meantime, all new housing in Blackthorn Rise had been occupied for some time increasing the village population of primary-aged children. KG agreed to investigate OCC’s position and bring together Education officers, TPC and school representative to inject more urgency into the project.

**Highways and Byways**

**356. a. A40 Junction with A40/B4021 Link Road.** After a recent road traffic accident at the site, a number of resident had raised the issue of an inadequate visibility splay at the junction. OCC councillors had been alerted to the situation and have arranged for an engineering inspection to be conducted on 14 July with an OCC councillor in attendance.

 **b. Footpath Resurfacing – Marsh End.** Interim repairs had been made last year and permanent improvement may be in this year’s programme. It has become apparent that maintenance of some of the road and footpath areas may still be the responsibility of SOHA. An approach to SOHA to establish its responsibility was **AGREED UNANIMOUSLY.**

 **c. Countryside Footpaths Inadequacies**. Correspondencewith OCC Byways officers and the Open Spaces Society had identified a number of local footpath issues including routing, access and gates and stiles. As a result, OCC Byways staff have arranged to carry out a comprehensive on-site review of the parish’s rural footpaths. - **NOTED**

 **d. Road Closure Notice TTRO T9034.** The planned closure of The Mount in September was **NOTED.**

**Correspondence**

**357. a. Nurseplus Live-In Care at Home Services. – NOTED**

 **b. First Aid Training.** Responding to a letter from a village resident, TPC had investigated training provision through the Defibrillator supplier, but arrangements still needed further consideration of attracting volunteers and maintaining the currency of acquired skills.

 **c. M40 Noise Pollution.** In response to a resident enquiry, it was unlikely that any further noise reduction measures would be implemented for many years. Low noise asphalt had been laid and the option of erecting noise barriers at Tetsworth had been rejected. The M40CEG was now dormant.

 **d. Electric Vehicle Charging Points.** In response to a resident enquiry, it was concluded that public charging points funded by TPC would be unaffordable.

  **e. Financial Support from SODC & VoWH Community Hub.** - **NOTED**

  **f. Swan Gardens Footpaths.** TPC would advise the Swan Gardens resident that maintenance of vegetation overhanging footpaths in the estate was still a long-term obligation on the estate developer.

  **g. SODC Car Parking Charges.** Charges increased from 1 June, but free parking in the non-SODC car parks

 in Thame would continue. **- NOTED**

 **358. Items for Next Agenda Not Already Mentioned – NONE**

**359. Date of the Next Meeting.** Having moved the summer break to June due to Covid-19 constraints, the next meeting will be held at 7.30pm on Monday 9 August.

**360.** **Meeting Closed at 9.51pm**

 

 Paul Carr

 Chair and Interim Proper Officer