

Tetsworth Parish Council

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Minutes of the Virtual Meeting of Tetsworth Parish Council Held at 7.30pm on Monday 8th March 2021

Present:

Chair Cllr. Paul Carr (PC)
Vice Chair. Seb Mossop (SM)
Cllr. Susan Rufus (SR)
Cllr. Karen Bennett (KB)
Cllr. Sanjiv (Kim) Bhagat (SKB)
C. Cllr Jeanette Matelot (JM)

Officer: Helen Croxford (HC)

Members of the public: 4

Apologies for Absence: Cllr. Christopher Thompson (CT) D. Cllr Caroline Newton (CN)

248. 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**

249. To Approve the Minutes of the Council Meeting held on 8th February 2021 for signing – UNANIMOUSLY AGREED

250. Matters arising from the minutes not on the Agenda

235a – Online Banking. The second signatory function has been added to the account. Its efficiency will be tested when the March payments are made. **NOTED**

235f – Earmarked fund projections. Final figures will not be available until the end of the financial year, these projections will be removed from the spreadsheet until then – **AGREED.**

251. Public Questions – **NONE**

252. Update of Actions List

Ref.	Action Required	Resp	Progress
23/17	Enforcement of hedge replacement at 31 Marsh End	PGC	The hedge is beginning to grow back. Review in April.
87/17	Footpath at Attington Stud FP58. Path rerouted. No planning application submitted.	PGC	PGC has contacted OCC but the office remains unmanned due to illness ONGOING.
85/19	New Notice Board	HC	CN confirmed by email that the Grant application has been successful. HC to begin the process for ordering the board and its installation so that this is in progress by 31.03.2021. ONGOING.
88/19	Community Speed Watch	PGC	PGC has been in contact with the local PCSO. TPC is now on the waiting list. Milton Common have also applied for the device and it is hoped that efforts can be co-ordinated between both parishes. Waiting on current covid protocols to be confirmed before training can begin. ONGOING
47/19	Upgrade to Antivirus software for TPC Laptop, Outlook monitoring & General Laptop tuning.	HC/CT	SODC are unable to assist. CT to source quotes. ONGOING.
218a/20	SE19/341 Land North of A40 Adjacent to the Gate House	SR/CN	Enforcement ends on 18.03.2021. TPC now has a copy of the Enforcement Notice. HC to acquire the accompanying map. ONGOING
117e/20	Pond Villa	SM	This has now been RESOLVED following the village litter pick. COMPLETE.
183g/20	CIL Funding	TPC	<p>CIL Costings and Progress</p> <p>1)Zebra crossing - £42,000 JM reported that she will make a formal application on behalf of TPC for County CIL funding as highways has confirmed that a crossing is possible.</p> <p>2)Wicket gates - £2,000 for 4, 2 at each end, plus signage. JM confirmed that the grant application has been successful and the funds will be transferred imminently.</p> <p>3)Trim trail for Tetsworth Primary £13200.00 - awaiting details on eligibility. CT to confirm with SODC's infrastructure Implementation Officer.</p> <p>4)Path to patch. Requires landowner permission. Costs to be investigated prior to contacting.</p> <p>5)Village sign £3000.00-£4600.00 Siting needs to be discussed.</p> <p>6)Benches on the Green £450-£550 each depending on type. Councillors AGREED that the benches should be a priority following the recent PATCH inspection. HC to contact the Landowner of the green for permission to proceed and to obtain quotes for 3 replacement benches and 3 additional ones.</p> <p>8) Kissing Gates on Oxfordshire Way as discussed in minute 191d/20 - £1000 for 4. PGC still waiting to hear from SODC whether it can provide funding.</p> <p>9) Merged from 235c/21 TMH Heating replacement - £16,700.00. TPC are considering funding the new heating system. TMH will provide details of the 3 quotations for the new system for TPC to discuss. ONGOING</p>

253. County Councillors Report – Jeanette Matelott

In addition to the monthly report provided by Nick Carter, which is available on social media and our website, JM will provide an update to the covid dashboard for the Bucks area as well as Oxfordshire. She also reported that Christine Stephens, the Planning Obligations Officer, is investigating Croudace, in regard to the building works at Tetsworth Primary School. JM has been approached to confirm that the school is 175 years old this year. JG will provide historical material he has on the subject for clarification. JM will also chase highways again regarding the road closure clashes due in April.

254. District Councillors Report - NONE

255. Parish Councillors Report – Paul Carr

PGC reported attending the virtual Census meeting last week. The census takes place on 21st March 2021 but can be completed earlier online. It is a compulsory Nationwide questionnaire and there is a £1000 fine for non-compliance. Field staff will make door to door visits if applications are not completed. All information can be found on our website and notice board and at www.census.gov.uk

There are 3 optional questions regarding armed forces, sexual orientation and gender identification. These may be answered privately to avoid confidentiality issues. A telephone helpline is in place.

Finance

256. To Receive and Approve the monthly financial report. **UNANIMOUSLY AGREED and VAT return **NOTED**.**

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

Final Dog Bin Collection SODC	£111.78
Wiseserve (Email Domain)	£4.80
Paul Carr (Zoom)	£14.39
Helen Croxford (Clerk)	£613.32
HMRC (Clerk)	£134.40
OALC (Subscription)	£149.14

UNANIMOUSLY AGREED

258. To Discuss the purchase of a copy of enforcement notice SE19/341 - £25.00.
HC purchased the notice prior to the meeting, due to the time constraints of the notice deadline. **AGREED RETROSPECTIVELY.**

259. Play Area/Skatepark

a) To Receive Monthly Update.

SR reported that the annual inspection by Pi has been completed. A few issues were raised. The Bench outside the play area is in need of urgent attention and more bark is required immediately. HC will order more. The basket swing needs raising and the pins at the base of the equipment need removing. A working party will be needed to complete this.

There is offensive graffiti on the basketball hoop and the back board potentially needs replacing. As this week's Parish inspection has yet to be completed, SR and SKB will investigate the issues then and report back to TPC.

HC will contact TSSC re the basket ball hoop as the funds for repair remain in their care.

b) Dog Fouling Signs and signs for PATCH benches.

It was **UNANIMOUSLY AGREED** that signs were needed for the benches in line with Government Covid Guidelines. HC will contact the sign shed to purchase 2 x crosses and 2x ticks.

The issue of dog fouling signs was discussed again following complaints from parishioners about mess on the green. TPC proposed to discuss further at the next meeting. HC to provide previous minute reference. **Add to Actions.**

Planning

260. To Discuss the following planning issues & applications

a) Alleged illegal accommodation on property off Judds Lane.

Concern was raised by a parishioner that caravans sited off Judds lane are being used for permanent residential accommodation as opposed to the temporary seasonal accommodation previously agreed. TPC to investigate further. **Add to Actions.**

b) Application Reference: P21/S0446/HH (Householder) Application Type: Other Proposal: Demolish existing garage and construct part two storey, part single storey side extension. Replace window at rear with French doors. Replace flat roof canopy over front entrance with tile lean-to canopy. Address: 2 Elm Close Tetsworth OX9 7AP – **UNANIMOUSLY SUPPORTS**

c) Application Reference: P21/S0219/FUL (Full Application) Application Type: Minor Proposal: Extension to an existing building for general agricultural use. Address: Spencers Farm Marsh End Tetsworth OX8 7AU – **UNANIMOUSLY SUPPORTS**

261. To Note any further planning considerations received after agenda publication.

a) Decision Notice: P21/S0141/HH Single storey extension and loft conversion with dormer. Address: 26 The Laurels Tetsworth OX9 7BH – **NOTED.**

262. To Discuss Tetsworth Neighbourhood Plan – John Gilbert (JG)

The final referendum version of the plan has now been submitted to SODC. Confirmation that it may proceed to referendum has not yet been received but is expected soon. Once approved, SODC will be responsible for publicizing the referendum and will forward instructions for conducting the vote to TPC - **NOTED**

263. To Consider any issues about the village environment

a) New dog waste bin on Judds Lane.

TPC was asked to provide an additional dog waste bin at the above site. TPC does not own the land so HC will contact Highways to clarify the position. HC has contacted the contractor that empties the bins to obtain a quotation for a new bin and to confirm the additional cost of emptying. As yet no response has been received. **Add to Actions**

b) Overgrown Hedges, Paths & Litter.

Following a very successful litter pick by residents of the village this weekend the litter issues have been **RESOLVED**. However, the path is obstructed by hedgerow along the frontage of Thistley Piece and 59 High Street. HC will contact the current owners to require that the hedge is cut back. **Add to Actions.**

c) New build progress report for Tetsworth Primary School.

TPC has been in contact with both the school and the Committee responsible for the new build. There have been several complications and delays. These are now being investigated by the Planning Obligations Officer and JM - **NOTED**

d) Fly Tipping.

There has been an increased number of cases of fly tipping in the area. Instances in the Parish should be reported via the link below.

[How to report fly-tipping, littering and dumped waste - South Oxfordshire District Council \(southoxon.gov.uk\)](https://www.southoxon.gov.uk/how-to-report-fly-tipping-littering-and-dumped-waste)

264. Website

a) Update from PGC.

The business section of the website has now been updated and the site has had a general tidy up – **NOTED**

b) Email from SKP Solutions.

TPC has been informed that SKP will be dissolving its business. They have suggested QuickFixIT as a suitable alternative. There are no transfer costs and the service provided will mirror that of SKP Solutions. TPC has considered the contract information prior to this meeting. **UNANIMOUSLY AGREED** to change the service provider from SKP solutions to QuickFixIT.

265. Highways & Byways

Temporary Traffic Regulation Notice – S14 Road Traffic Regulation Act 1984
Temporary Road Closure and “No Waiting” restriction at Emmington, Thame Road (B4445)
18 April 2021 up to and 22 April 2021 – **NOTED (Highways informed of the potential clash on the diversion route)**

266. Correspondence

a) SODC Communications - four-step roadmap for the ‘cautious easing’ of lockdown restrictions – **NOTED.**

b) OALC Covid Community Outbreak Management Fund – **NOTED.**

c) The Beacon in Wantage becomes location for COVID-19 symptom-free testing programme – **NOTED.**

d) Local Transport and Connectivity Plan Vision Consultation – **NOTED.**

e) Census Communications – **NOTED.**

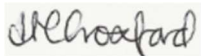
267. Items for Next Agenda Not Already Mentioned

- a) To discuss virtual meetings and the annual village meeting once the legislation permitting virtual meetings expires on 7th May 2021, in the light of likely Covid-19 restrictions still being in force.
- b) Internal Audit with Coco Accounting.
- c) Access to Tetsworth Common.

268. Date of the next meeting 12th April 2021 at 7.30pm

269. Meeting closed 21.08pm.

270. Open Forum



Helen Croxford Clerk & RFO