

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 11 April 2016**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Hazel Bottone (HB)
Cllr. Paul Carr (PC)
Cllr. Alan Martin (AM)
Cllr. Ted Peycke (TP)
Cllr. Marjorie Sanders (MS)

Clerk: Debra Duke (DD)

In Attendance: Cllr Stephen Harrod (DW) (SODC)

Members of the Public: There were 6

66/16 Apologies for Absence
there were none.

67/16 To Receive Declarations of Interest
To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Councils Local Code of Conduct.
There were none

68/16 Minutes of the Council Annual Meeting held on Monday 14 March 2016 to be signed as a correct record

RESOLVED: That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

69/16 Matters Arising from the Minutes (not on the agenda)
There were none

70/16 County Councillor's Report
None received

71/16 District Councillor's Report
SH presented his report and highlighted the following:

- District councils in Oxfordshire and Cotswold District Council had commissioned work to look at options for unitary options
- Oxfordshire County Council had been invited to join the work.
- If different council boundaries came into force, Local Plans would continue to exist until they could be merged into a new plan for the new authority areas.

72/16 Public Questions
There were none

73/16 Update of the Actions List

Ref.	Action Required	Resp.	Progress
040/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/KH	Summer & winter photos being digitised
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Awaiting return of signed document from tenant- Action passed to DD
14/16	Pursue identification and retrieval of documentation relating to Council-owned land	KH/PC	Contacted Nuzhat Dunn Solicitors
15/16	Seek way-ahead to resolve land transfer at Knapp Cottage	KH	Advised residents to seek 'Possessory Rights' for next 12 years. OCC could provide a map for a cost of £1.32 that may provide more definition of the area.
25/16	Purchase a laptop for Council business	KH	Order placed. COMPLETE
26/16	Implement Noticeboard mounting	AM	Will be completed on 14/4
27/16	Assess PATCH bark chipping requirement	AM	PATCH dimensions measured – COMPLETE
29/16	Prepare Parish Clerk Contract of Employment	TP	Agenda item 13.
30/16	Arrange Costed Plan for Skate-ramp Reinstatement Project	HB	Meeting next week.
31/16	Seek volunteers to help spread bark chippings on PATCH site	HB	Once bark arrives
32/16	Contact OCC Environment staff over materials at the Gate House development site	KH	Ongoing
33/16	Advise SODC Planners of TPC opposition to Green Barn Stables LDC application	MS	Letter of objection submitted – COMPLETE
34/16	Confirm attendance at Mount Hill Farm development Public Inquiry	MS	MS attending. COMPLETE
35/16	Investigate Byway status and advise Judds Lane resident of Council view on resurfacing	KH	Confirmed it is a bridleway. Access only to landowners, should be within the deeds of the property. COMPLETE
36/16	Liaise with SODC TPO officer on liability for Victoria Gardens replanting	KH	Any residual action now with SODC – COMPLETE
38/16	Encourage attendance at Annual Village Meeting on 23 May	KH/JG	JG to write a newsletter article. Deadline 21 Apr

74/16 To Receive the Monthly Financial Report
KH presented the current financial report. There were no observations.

75/16 To Review Other Financial Issues

- The current year accounts and annual return would be completed for the audit at the end of May 2016.
- The VAT return would be completed by the end of the week.
- Contracts for the allotments had been passed to the clerk (DD) to action.
- Further to the signing of a mandate for fundholding arrangement for Traveller Site planning opposition group advice had been requested. Advice had been

received from the Society for Local Council Clerks that said that whilst holding funds for third party groups was acceptable as the work was not council business VAT could not be reclaimed.

- NALC Financial Audit Briefings had been circulated. This was for smaller councils who were opting out of the Audit arrangements.

It was suggested that the parish council should agree to ask Cunnane Town Planning for quotes for work that they might wish to undertake if the decision for P15/S3936/FUL was appealed. Financial Regulations required the council to get three quotes for work over £1000. However, Cunnane Town Planning had provided planning consultancy advice to the community group at the application stage. It was therefore suggested that as they already had knowledge of the application and would likely carry out work for the community at the appeal stage they should also undertake work for the parish council.

RESOLVED:

1. To waive financial regulations to get quotes for planning consultancy work in relation to P15/S3936/FUL if it was appealed.
2. To ask Cunnane Town Planning to provide details of the costs and services that could be provided to the parish council if P15/S3936/FUL was appealed.

76/16

To approve Expenditure and sign the following cheques:

- John Gilbert (NP Roadshow) £5.00
- Community First Oxfordshire (membership) £55.00
- Swan gardens (grass cutting) £395.04
- Memorial Hall (speedwatch training) £10.80
- SODC (Dog Bins) £75.35
- SKP (RFO duties) £54.00

Third party funds had been received to cover the cost of the following invoice, therefore it was approved that payment would be made.

- Cunnane Town Planning (Planning opposition) £4052.34

RESOLVED: To accept the above expenditure and to pay by Bankers' Automated Clearance Service (BACS)/Cheque as required – UNANIMOUS.

The following invoices were queried:

- Memorial Hall (TPC room hire 2013/14) £216.00
- Memorial Hall (TPC room hire 2014/15) £198.00
- Memorial Hall (TPC room hire 2015/16) £234.00

Councillors said that as the parish council had provided a grant and taken out a Public Works Loan for the refurbishment of the Memorial Hall that it had been agreed that normal parish council meetings would not be charged for. It was also questioned why invoices related to three years' worth of rental were only now being presented.

RESOLVED: That a letter to the Memorial Hall Committee would be sent to question whether a rent free agreement had been made.

77/16

Council Policy, Orders and Regulations

A Freedom of Information policy would be drafted by the clerk (DD) and considered at a later meeting.

78/16

Appointment of parish clerk

The Parish Clerk and Responsible Finance Officer had been appointed from 11 April 2016. A draft contract had been written, it could be finalised following this meeting once agreement of salary point was agreed. The handover of files and delivery of computer equipment would take place over the next week.

RESOLVED:

To appoint the Parish Clerk and Responsible Finance Officer on a salary of Local Government SCP25, which recognised the CiLCA qualification and previous experience.

79/16

PATCH/Skate-park

The play area had been measured and the estimated price of bark chippings was in excess of that budgeted. More research into other suppliers would be undertaken.

HB presented an update regarding the skate park:

- It would be good to have the new skate park in place for the summer
- Groundworks could be completed by volunteers
- Subject to any planning permissions or other consents required the basketball court would be relocated to the current skate park area.
- Some informal discussions with residents on the High Street had been undertaken. They were supportive of the change in location as long as the ramp was lower than the current one.
- Some concerns were raised about the new position and the dominant appearance it would have on the green.
- To show the exact position of the new site in relation to the football goal posts it would be marked out in advance.

RESOLVED:

- To source alternative suppliers for play area bark chippings HB
- HB to write a newsletter article for the May edition (by 21 April)

80/16

Planning

Planning Applications:

There were none

Planning Decisions by SODC:

P16/S0355/FUL, Moreton Field Farm Road OX9 2HT

Change of use from ancillary accommodation to single dwelling - GRANTED

Planning Correspondence/Information:

- Certificate for continued residential occupation of premises at Green Barn stables

Following the meeting in March MS had written to SODC about the Lawful Development Certificate. Concerns were raised that the planning officer was unaware of previous parish council correspondence and that a misprint in the date in a reply suggested that more than four years of use had occurred. It was requested that SH take a note of these concerns.

- Public exhibition of Strutt & Parker proposal for housing development on part of Tetsworth Car-Boot site south of the High Street

An exhibition had taken place but a planning application had not yet been submitted. It was requested that the Parish Council contact the agent, Strutt and Parker, and make it clear that the Parish Council and residents did not consider the exhibition to be formal public consultation.

- Council and local residents' views for and against planning appeal for development of 39 dwellings at Mount Hill Farm (Application P14/S3524/O)

This appeal was taking place from 26 April 2016. An unsigned note had been circulated to the village asking residents to write to SODC with their comments about the application.

- SODC Call for Development Sites

This was only for sites different to those already submitted. Consultation on the sites would take place in June 2016 with a version by the end of 2016. Details of any sites submitted would be made public.

RESOLVED: To write to Strutt and Parker ref the car boot site, welcoming the exhibition that had been held but looking forward to the formal public consultation

81/16

Village Environment

It had been reported to the parish council that a chef from The Swan had been seen picking daffodils from the green. It had been reported to the landlord who had assured the council it would not happen again.

82/16

Tetsworth Sports and Social Club (TSSC)

HB provided a quick update:

- The bar rota was working well and a profit was now being made
- A Queen's birthday garden party was to be arranged.
- A cheaper website had been purchased

RESOLVED:

- To invite the TSSC to attend the parish council meeting on Monday 13 June 2016
- To ensure that they attended and reported to the Annual meeting of the Parish on 23 May 2016

83/16

Community Emergency Planning

The Annual Survey from SODC had been received asking parish councils to update their information.

RESOLVED:

- To write to the Memorial Hall, to clarify it could be used as a venue for an emergency (DD)
- Update information and return to SODC (DD)

84/16

Neighbourhood Planning

- John Gilbert (JG) presented information about Neighbourhood Plans. The Plans were introduced by the Localism Act 2011.
- A meeting with seven volunteers had been held and more residents had offered support.

- It was agreed that the parish council would benefit from having a Neighbourhood Plan.
- A Neighbourhood Plan would be a material planning document
- It would help to define the future development of Tetsworth
- One of the first tasks would be define the neighbourhood to be covered by the area as it was not constrained by parish council boundaries. Therefore Postcombe or Milton Common may wish to be involved in this Neighbourhood Plan.
- It was further agreed that the parish council was the right forum to undertake the work with a sub-committee of interested parties managing the production of a Neighbourhood Plan and reporting to each council meeting.
- There were some grants available to help finance the work.
- An exhibition on the Neighbourhood Plan would be displayed at the Annual meeting of the Parish on 23 May.

RESOLVED:

1. To establish a Neighbourhood Planning Sub-Committee of Tetsworth Parish Council
2. That membership of the sub-committee includes at least one parish councillor, other members would be volunteers
3. That the sub-committee reports to each parish council meeting

85/16

Community Speedwatch

PC said that a new primary contact would be found as he was not available enough. The 30mph speed stickers would be delivered to relevant households.

86/16

Need not Greed

The campaign group had contacted the council requesting they pass the following motion:

The Council notes the correspondence from the Need not Greed Coalition and its concerns that the Local Enterprise Partnership’s original “Strategic Economic Plan” (SEP) was not consulted upon nor debated in any full local authority meeting. The Council acknowledges the current SEP ‘refresh’ and the implications it may have for future growth in the area, and resolves to respond to the consultation.

The group was campaigning for growth targets for rural Oxfordshire to be reassessed rather than just the current refresh of the Strategic Economic Plan.

RESOLVED:

- To not pass the Need not greed motion
- MS to respond to the SEP consultation on behalf of Tetsworth Parish Council

87/16

Correspondence

The following items of correspondence had been received:

- Oxfordshire Local Government Structures- this outlined the proposals for unitary authorities that the district councils were considering
- Oxfordshire Together, Highways Services, February 2016 Update
- Subsidised bus services – usage data
- OALC March 2016 Newsletter
- Guidance for Oxon Councils on Avoiding Bias in Decision Making

- South News, March 2016
- SODC CIL Charging Schedule- this reminded parish councils that those with a Neighbourhood Plan would receive 25 percent of CIL monies instead of 15 percent. CIL largely replaces s106 monies.
- Community First Oxfordshire – Feb/Mar 16
- Oxfordshire Playing Fields Association – Member Survey

88/16 Other Matters for Discussion
The appeal for Chinnor Gladman had been upheld. SODC was looking into the reasons why, but the 5-year land supply was not deemed to be sufficient. Aiden asked if another village meeting could be arranged to discuss planning applications within Tetsworth.

89/16 Date of Next Meeting
9 May 2016

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.17pm

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36/16	Liaise with SODC TPO officer on liability for Victoria Gardens replanting	KH	Any residual action now with SODC – COMPLETE
38/16	Encourage attendance at Annual Village Meeting on 23 May	KH/JG	JG to write a newsletter article. Deadline 21 Apr
42/16	Query raised with the Memorial Hall committee ref invoices for room bookings	DD	

43/16	Freedom of Information policy	DD	
43/16	Skate park newsletter article	HB	By 21 April
44/16	Write to Strutt and Parker about car boot site exhibition	DD	
45/16	Invite TSSC to June council meeting		
46/16	Update emergency planning information and return to SODC	DD	
47/16	Respond to SEP consultation	MS	
48/16	Call a meeting of the village ref planning	??	