

Minutes of the Meeting of Tetsworth Parish Council Held in the Memorial Hall at 7.30pm on Monday 9th February 2015

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Alan Martin (AM)
Cllr. Marjorie Sanders (MS)
Cllr. Hazel Bottone (HB)
Cllr. David Nixey (DN)

Officer: Sarah Pullen

Members of the Public: There were 6

021/15 Apologies for Absence
There were none.

022/15 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.

023/15 Minutes of the Council Meeting held on Monday 12th January 2015 to be signed as a correct record.
Resolved: That these minutes are a correct record and that they be signed by the Chairman –
UNANIMOUS.

024/15 Matters arising from the minutes (not on the agenda)
There were none.

025/15 Update from Tetsworth Sports & Social Club (TSSC)
Roger Benke attended the meeting as Chair of the TSSC and gave a report -
There have been changes on the committee following the enormous hole left by the sudden death of Frank Eley. There club have now got 178 members and have football and cricket sections.

PAT testing is being carried out this week by a company from Long Crendon called Work Safe, and there will also be an assessment on the tractor.

The Cricket Club are now maintaining the cricket square. They are also looking to organise an event on the August Bank Holiday in memory of Frank.

There was a discussion about the Forest School, and the TSSC have offered use of their facilities/toilets.

026/15 Public Questions
There were none.

027/15 Update of the Actions List

Ref.	Action required	Resp.	Progress
197/14	Contact Adrian Duffield at SODC to discuss enforcement issues.	Clerk	This has been delayed due to the fire at SODC. Clerk to try again.
212/14	Collect noticeboard from Paul Margan	DN	COMPLETE – Noticeboard is now with Caroline Cann.

218/14	To prepare a tender document for grass cutting contract. Clerk to send information to AM who will prepare.	Clerk/AM	To be finalised to send out prior to April/May meetings.
222/14	Glen Marriott to start works on the skatepark.	HB	Waiting to get onto the Green due to weather. HB chasing a start date.
003/15	To appoint Internal Auditor – Roger Symes	Clerk	To organise.
004/15	Insurance/Asset Register – Include the new bridge on the Asset Register.	Clerk	
006/15	Application for tree works on The Green	KH	Owain has submitted the application.
009/15	Organisation of Parish Meeting	Clerk	Ongoing

028/15 County Councillors Report
There was no report.

029/15 District Councillors Report
There was no report.

030/15 To receive the Monthly Financial Report
To move £121 from Youth Project funds to Forest School in the Budget to cover additional costs for the Bridge.
Resolved: To move £121 to the Forest School – UNANIMOUS.

031/15 To approve Expenditure and sign the following cheques:
John Gilbert (Postage) £ 4.13
Sarah Pullen – Clerk £350.00
OPFA £ 40.00

Resolved: To accept the above expenditure and to pay by BACS/Cheque as required – UNANIMOUS

There is a pro-forma invoice for £2257.20 for Secure-a-Field. (Forest School Bridge). It was agreed to pay this amount when the bridge has been delivered and signed off.

M40 CEG

A grant request has been received from the M40 CEG for assisting in funding for the noise mapping work required for the new barriers. Resurfacing has been delayed and it has been requested that this is done at the same time. It was noted that Mount Farm developers are also commissioning a noise mapping project.

Resolved: To approve a grant for £500 for the M40-CEG – Approved – UNANIMOUS.
This should be added to the next agenda for payment.

032/15 PATCH/ Skatepark.
It was noted that due to the recent weather that PATCH is ‘mucky’ but useable. The skatepark remains useable, whilst waiting for the works to commence.

A local volunteer who is also an employee of OCC has come forward to offer assistance with the project to refurbish PATCH. This information has been passed to the relevant people who are dealing with this project. It was agreed to invite them to the next meeting.

033/15 Memorial Hall
Caroline Cann reported that the bookings for the hall are steady and there is good corporate use of the hall, which is at a higher rate. The committee are currently setting budgets/targets for the next 5 years. They are also looking at potential other sources of income including renting the upstairs office and possible installation of solar.

A full energy audit is also currently taking place in conjunction with TOE. Lighting has been upgraded. Plans for the future also include replacing the heating system, switching water heating to Solar and a kitchen refurbishment. Plans are being drawn up and grant processes are being investigated. In the short term the oven has been replaced, and by rearranging the kitchen and moving the fridge more space has been created.

It was also noted that a competition has been entered to win equipment to run a cinema club. The committee are also looking to board the loft. The Fete committee have requested use of the hall.

MS extended thanks to the committee having recently hired the hall.

034/15

Planning

Planning Applications

There were none.

Planning Decisions:

There were none.

Planning Correspondence:

Bund – Manor Farm

It was noted that the recent application for a bund at Manor Farm has been refused at Committee as it was felt that the view from the motorway would be spoilt. This will go to appeal. MS spoke in favour of the application.

035/15

Village Environment

Tree Preservation Orders

AM is preparing an updated map of all trees which are the responsibility of the Parish Council as this was last done in 2007.

Trees adjacent to The Green

An application for severe tree works has now been submitted to SODC by Owain Devey for trees adjacent to the ditch. Forestry have completed a site visit. Ivy will need to be removed which will cause rot to the tree. The Willows will also require regular attention.

An email has been received from Ms Vennekens who is the new owner of 3 Victoria Gardens (formally plot 4). This has confirmed that she is aware of both the newts and existing TPO's.

036/15

Forest School Application

MS reported that the bridge has been ordered, and should be delivered soon. DN has volunteered to help with unloading the bridge when it is delivered. The next step is to organize a working party to build the bridge.

A process will need to be agreed to legalise the use of this land for the next three years. MS/KH will investigate this proposal and bring back to the meeting for signing off.

037/15

Land at Knap Cottage/Turning Circle

Knap Cottage

Councillors looked at the draft transfer for the driveway to Knap Cottage.

Point 8 refers to an amount that the transferor has received from the transferee for the property.

Resolved: To contact Mr and Mrs Armstrong and the solicitor to see what nominal amount should be agreed and to reconfirm any fees incurred. AM will then draw up a precise plan for sign off.

The Turning Circle

It appears following information received from the Solicitor, that the Turning Circle is owned by The Church. KH to contact the solicitor to finalise the areas coloured brown on the plan received.

038/15

Correspondence

Clerk Position – A local lady has enquired about the Clerk’s position. KH/SP to contact her and arrange a meeting.

South Oxfordshire Local Plan event – This has been forwarded to John Gilbert who will attend.

Members Update

It was noted:

- Electronic agendas/summons are legal from 30th January 2015.
- An election should be encouraged and an article for the newsletter should be written.
- It has been confirmed by officials in DCLG that there will be no capping for the coming financial year.
- Transparency Code – Under the new audit framework, parish councils with an annual turnover not exceeding £25,000 will be exempt from routine external audit. In its place there are new transparency requirements set out in the Code.

039/14

Other Matters for Discussion

There were none.

040/15

Date of Next Meeting

9th March 2015

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.07pm

Actions List

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197/14	Contact Adrian Duffield at SODC to discuss enforcement issues.	Clerk	This has been delayed due to the fire at SODC. Clerk to try again.
218/14	To prepare a tender document for grass cutting contract. Clerk to send information to AM who will prepare.	Clerk/AM	To be finalised to send out prior to April/May meetings.
222/14	Glen Marriott to start works on the skatepark.	HB	Waiting to get onto the Green due to weather. HB chasing a start date.
001/15	To move £260 from Youth Project earmarked funds to the Forest School project.	Clerk	
002/15	Amend Risk Assessment as per discussion, and distribute. Add to next agenda for approval.	Clerk	
003/15	To appoint Internal Auditor – Roger Symes	Clerk	
004/15	Insurance/Asset Register – Include the new bridge on the Asset Register.	Clerk	
006/15	Application for tree works on The Green	KH	Owain has submitted the application.
007/15	MS to order the bridge for the Forest School and to initiate legalising agreement.	MS	
009/15	Organisation of Parish Meeting	Clerk	Ongoing
110/15	Prepare a list of TPO trees.	AM	
111/15	KD to contact solicitor to verify map supplied for Turning Circle.	KH	
112/15	To ensure Transparency Code is implemented before audit.	Clerk	