

**Minutes of the Annual Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 14<sup>th</sup> June 2010**

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**Present:** Cllr. Jenny Kellond (JK) (Chairman)  
Cllr. John Thompson (JT)  
Cllr. Karen Harris (KH)  
Cllr. Hazel Bottone (HB)  
Cllr. Alan Martin (AM)  
Cllr. Martin Redman (MR)

**Officer:** Sarah Pullen

**Members of the Public:** 4

109/10 Apologies for Absence  
There were none

110/10 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.

111/10 Minutes of the Annual Meeting held on Monday 10<sup>th</sup> May 2010 to be signed as a correct record  
**Resolved:** That these minutes, are a correct record and that they be signed by the Chairman.

112/10 Matters arising from the minutes  
107/10 War Memorial. AM reported that two inspections of the War Memorial have been done this month. The Roses are now starting to bloom.  
  
107/10 Pub Signs. JK reported that she has spoken with the pub and requested that the signs are not put on the green. However, they were moved for 1 week only, so JK will revisit.  
  
106/10 Caroline Cann. Clerk is still to contact Caroline with regards to Raffle Prizes.

113/10 To discuss Minutes of the Annual Parish Meeting held on 24<sup>th</sup> May 2010.  
Speeding.

- JK has some signs which will be put up in the most dangerous part of the road.
- PCSO Jacqueline Madden sent an email to say that a speed check was conducted on Sunday 6<sup>th</sup> June between 12.00 and 13.00hrs at the location coming into Tetsworth by the Isis Car Park. 91 vehicles passed the speed check of which 17 were logged as speeding. 37MPH being the lowest and 57MPH the fastest. She is sending out warning letters and will be conducting further checks.

**Resolved:** That the clerk contact Peter Ronald to request a survey. Speeding should be added as an agenda item in the future.

114/10 County Councillors Report.  
There was no representative.

115/10 District Councillors Report  
There was no representative.

116/10

To receive the Monthly Financial Report

**Balances:**

Current Account: £440.22  
Savings Account: £25043.51

A cheque has been received from TSSC as a refund for Insurance payment.

JT requested that future reports include a Budget Transaction Report to show performance against budget.

Responsible Financial Officer

Appoint Clerk as Responsible Financial Officer

**Resolved:** To appoint the Clerk as the Responsible Financial Officer – UNANIMOUS.

Internal Auditors Report

The internal auditor made the following comments:

1. Clerks invoices should be initialled by the cheque signatories to confirm acceptance of hours.
2. The fixed asset register should annually have the values adjusted to the latest insurance valuations.
3. Item 9 – Total fixed assets in the accounting statements to 31/3/2010 should be £41,2124 not £40,4640.

**Resolved:** Clerk to ask Internal Auditor for an explanation.

4. Notes to the accounts are required:

S137 note (three payments totalling £560)

Debtors Note (VAT)

Fixed Asset Note

Lease Note if appropriate

5. Fidelity Guarantee Insurance Cover in accordance with CIPFA guideline. (year end balance + ½ precept) should be £28,000. Current cover is £10,000. **Noted.**

6. The Council has two insurance policies, one for the Pavilion and a general policy. There could be a reduction in premium by including the Pavilion in the general policy. **Noted**

117/10

To approve the list of Payments and Expenditure

**Resolved:** That we pay the following items:

Alan Spiers	£360.00
S. Pullen (Clerk)	£334.57
Came and Co (Insurance)	£717.16
RJS (IA) Ltd (Auditor)	£123.75
Swan Gardens	£261.39

118/10

Planning

To receive any planning decisions:

**P10/E0182/RET** – 20 Silver Street - Retention of close boarded timber fence. - GRANTED

**P10/E0240** – 28 Swan Gardens - Erection of roof extension to garage incorporating two dormer windows to provide additional living accommodation. – GRANTED

**P10/E0476** – 17D Swan Gardens – Extension of garage and kitchen – GRANTED

**P10/E0392** – 60 High Street – Removal of conditions 3&4 of planning permission to allow ongoing use as ancillary office – GRANTED.

**P10/E0204** – 116 High Street – Erection of detached two storey three bedroom dwelling, access and parking – REFUSED. An appeal has now been lodged – APP/Q3115/A/10/2130113/WF

**Resolved:** The Clerk to contact our District Councillor

To receive any planning applications:

P10/E0622/AG – Little Acre, High Street – Agricultural barn for storage of hay and machinery.

**REFUSED – UNANIMOUS**

**Resolved:** JT to contact Planning Officer.

119/10

Memorial Hall

AM reported that the Planning Technician has requested a detailed drawing of the hall as it is. This hadn't been previously requested so the architect is drawing up for submitting. The appropriate cheques for planning have been sent.

- 120/10 Youth Development on Green  
 An email has been received from Sarah Mills that the scope of works for this project is missing.  
**Resolved:** JK to look into getting copies.  
 AM stated that in order to erect a further play area will require permission from the Secretary of State. Bullingdon Rural District Council had the original ownership of this land which was passed to SODC and then to TPC. JK has a document which states ownership.  
**Resolved:** We need to check who has what rights over the land. JK to bring paperwork to next meeting.
- 121/10 Garden Plots – Land behind the Green  
 A fourth plank has been put over the ditch. However, now it is like walking into a jungle as there are very high weeds.  
 The Clerk had distributed an agreement which we should use as a starting point. We need to finalise this agreement before we allow anyone to take up residence on the site.  
 A suggestion of £25 per year, due 1<sup>st</sup> April (or part thereof) should be added to the agreement.  
**Resolved:** The Clerk to send out agreement for approval by next meeting.
- 122/10 M40 Group  
 A page has been added to our TPC website with information about the M40 Group. The June Newsletter is downloadable from the site.
- 123/10 Swan Gardens  
 Nothing to report.
- 124/10 Common and Parish Land  
 JT reported that a lawyer from SODC – Pat Connell, visited Tetsworth. JT gave a village tour, showing the turning circle etc. Now that Pat has seen the issues JT is hoping for a response.  
  
 JK has received a letter with reference to access to Knap Cottage – they are not able to get access unless they get permission from the person the land is registered to. Meanwhile, they have agreed to pay £100 rent for this year. JK has written back to SODC informing them that JT is working on this.
- 125/10 Village Rents  
 The Clerk has prepared invoices.
- 126/10 The Patch  
 Bark has been ordered for the play area. Notices have been put on the website and the noticeboard requesting help in raking.  
  
 Yearly Inspection  
**Resolved:** Clerk to chase Digley Associates for date of next inspection.  
  
 HB reported that she inspects the play area each week and completes a form.
- 127/10 To consider the following correspondence  
 58 Campaign to Protect Rural England AGM – 19<sup>th</sup> June – Invitation - **Noted**  
 59 The Soldiers of Oxfordshire Military Museum Progress Report – **Noted**  
 60 Neighbourhood Action Group May Update – **Noted**  
 61 Jeffrey Charles Emmett – copy of letter to Forestry Officer – Ref: Attington House – **Noted**  
 62 Minutes from Local Parish Council Meeting – April – **Noted**  
 63 Emergency Operations Centre – Invitation to Events – **Noted**  
 64 Planning Policy South – update – **Noted.**
- 128/10 Any other business for discussion  
 There was none.
- 129/10 Date of Next Meeting  
 Monday 12<sup>th</sup> July

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35pm**