

# Minutes of the Meeting of Tetsworth Parish Council Held in the Memorial Hall at 7.30pm on Monday 14<sup>th</sup> March 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)

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

**Members of the Public:** There were 4

43/16 Apologies for Absence  
Cllr. David Wilmshurst (DW) (OCC)  
Cllr. Stephen Harrod (SH) (SODC)

44/16 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.*  
KH declared an interest as a neighbour in relation to discussion of the Mount Hill Farm housing development planning appeal Public Inquiry.

45/16 Minutes of the Council Annual Meeting held on Monday 8th February 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.

46/16 Matters Arising from the Minutes (not on the agenda)  
There were none.

47/16 Public Questions  
There were none.

48/16 County Councillor's Report  
DW had provided a written report. Topics of relevance to Tetsworth were:

- Budget decisions made on 16 February would result in a balanced budget for 2016/17 but the County Council still had £15.2M of unidentified savings needed in the medium term.
- OCC would be responding to the Oxfordshire District Councils' proposals for Unitary Authorities published on 25 February.

49/16 District Councillor's Report  
SH was not present due to short term illness and had not provided his usual written report.

50/16 Update of the Actions List

Ref.	Action Required	Resp.	Progress
40/15	Publish Parish Tree Report on Tetsworth Parish Council (TPC) Website	AM/MS	Summer & winter photos being digitised
41/15	Issue Allotment Tenancy Agreement to new tenant	KH	Awaiting return of signed document from tenant

80/15	Encourage volunteer effort to help PATCH maintenance	HB	Superseded by Action 21/16 - COMPLETE
2/16	Rectify overpayment of 58p to SKP Solutions	KH	Corrected - COMPLETE
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
16/16	Give holding reply to Aidan Lynch on Council sub-account for traveller site opposition campaign	KH	COMPLETE
17/16	Order 30mph road safety stickers	KH	COMPLETE
18/16	Advise TSSC that it may seek alternative, less expensive insurer	KH	COMPLETE, but no proposal yet received
19/16	Review Council Standing Orders	KH	Amended for Council consideration - COMPLETE
20/16	Arrange to speak at SODC Planning Committee on P15/S3936/FUL traveller site application	MS	Application Refused by Planning Officers - COMPLETE
21/16	Write Newsletter article on possible Tetsworth NP project	JG	Published in Mar 2016 issue - COMPLETE
22/16	Attend NP seminar on 16 Mar	JG	Attendance booked
23/16	Seek quotation for mounting of village noticeboard	AM	COMPLETE
24/16	Include TSSC as standing Agenda item	JG	Actioned - COMPLETE

51/16 To Receive the Monthly Financial Report  
KH presented the current Financial Report. There were no observations.

52/16 To Review Other Financial Issues

**Fundholding for 'Tetsworth Community' Opposing Planning Application P15/S3936/FUL**

KH and Aidan Lynch, leader of the Tetsworth Community group, had drawn up a draft Mandate to enable Tetsworth Community's finances to be handled through the Council's accounts. After discussion, an amended and signed version of the Mandate was tabled for adoption.

**Resolved:** That the Mandate between Tetsworth Community and the Council for handling Tetsworth Community finances be agreed and implemented – UNANIMOUS.

Tetsworth Community had already incurred costs amounting to £4,052.34 with Cunnane Town Planning LLP. Its invoice had been addressed to the Council and MS expressed her concern over this liability being presented ahead of implementation of the Mandate. However, Councillors agreed to consider this invoice for approval at its April 2016 meeting provided that the Council had by that time received sufficient Tetsworth Community income to cover the cost. Aidan Lynch confirmed that future invoices would not be forwarded to the Council for approval and payment unless sufficient Tetsworth Community funds had been lodged with the Council.

**Possible Purchase of Computer for Council Business**

Councillors recognised the security and compliance benefits of acquiring a dedicated laptop computer to support Council business and accepted that it should be a 'tool of trade' of an employed Parish Clerk.

**Resolved:** That approximately £500 be earmarked for and spent on the purchase of a laptop computer for use by the Parish Clerk on Council business - UNANIMOUS

### **Quotation for Mounting of Village Noticeboard**

AM tabled Dave Pullen's quotation of £95.98 for siting the Village Noticeboard adjacent to the Council Noticeboard outside the Memorial Hall.

**Resolved:** To accept Dave Pullen's quotation and instruct him to undertake the work - UNANIMOUS

### **Quotation for Additional Bark Chippings for PATCH**

KH advised Councillors that appropriately treated bark chippings could be purchased at £139.95 per cubic metre bale. AM agreed to re-measure the PATCH compound and assess the volume of chippings needed to re-cover the surface to an adequate depth.

### **Receipt of Precept Income**

An instalment of £7,600 was expected to be paid into the Tetswoth PC account on 4 April.

53/16 To approve Expenditure and sign the following cheques:

Smartwheelie (30mph stickers)	£70.00
Karen Harris	£4.06
OALC (Good Councillor Guide)	£19.20
OALC (Membership)	£133.07
OPFA (Membership)	£40.00
Clerks Direct	£12.00
Stefanie O'Bryen Solicitors	£500.00
SKP Solutions (RFO Duties)	£100.22

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

54/16 To Review Council Policy, Orders and Regulations

Councillors thanked KH for her diligent review of Council Standing Orders. The revised version which had been circulated prior to the meeting was tabled for adoption.

**Resolved:** To adopt the revised Council Standing Orders as presented – UNANIMOUS

Consideration of a Freedom of Information Policy was held over until the April 2016 meeting.

55/16 Appointment of Parish Clerk

The Council had received applications from 2 candidates for the Parish Clerk post. Only one had formal Parish Clerk qualifications and experience in such appointments. This candidate had been interviewed by Councillors prior to the meeting and were impressed with Mrs Debra Duke's enthusiasm for the post. The Council agreed that she should be offered the position.

**Resolved:** To appoint Mrs Debra Duke as Tetswoth Parish Clerk with effect from 11 April 2016 and subject to agreement of a formal Contract of Employment – UNANIMOUS

The Council needed to appoint one of its Councillors to undertake the responsibilities and undertakings of an employer for its Parish Clerk. TP agreed to take on this role and prepare a Contract of Employment in conjunction with Mrs Duke.

56/16 PATCH/Skate-park

KH reported that Dave Pullen had been instructed to carry out required repairs to PATCH equipment at a cost of £294.80.

HB agreed that once additional bark chippings had been delivered, she would seek volunteers to help to spread the material across the site.

HB reported that the Skate-ramp Reinstatement Group had met again and was developing a plan to install a new ramp on the current site of the basketball ring and re-provide this facility in the old skate-ramp location. KH and Hazel Mann had held discussions with 2 skate-ramp manufacturers and believed that a suitable replacement ramp could be purchased from Fearless Ramps for £6,800.

Victoria Gardens residents who are also members of the Skate-ramp Reinstatement Group were believed to be willing to contribute £4,000 towards the cost of an overall ramp reinstatement project. Councillors were broadly content with the group's plans and particularly welcomed the residents' offer of financial support. HB agreed to ask the Group to prepare a costed plan for the whole reinstatement project for the Council's consideration.

57/16

### Planning

#### **Planning Applications:**

P16/S0355/FUL, Moreton Field Farm Road, between Prospect Cottage and The Jays OX9 2HT  
Change of use from ancillary accommodation to single dwelling. Insertion of 3 new ground floor windows, 2 new roof lights for additional bedroom, new lean-to extension for hall and utility, installation of new oil tank.

MS reported that the consultation period had expired before the meeting and that no Council opinion had been submitted. However, Councillors agreed that they would have been likely to recommend APPROVAL of this application.

#### **Planning Decisions:**

P15/S3936/FUL, land adjacent to London Road, Tetsworth OX9 7BB

Change of use from agricultural land to provide: proposed traveller site with provision for 12 individual plots with individual parking, individual amenity, shared paddock/amenity space and bin storage areas – REFUSED

The Council welcomed the REFUSAL decision, but noted that it should be prepared to redouble its efforts at opposition should the applicant lodge an appeal within 6 months of the REFUSAL.

#### **Planning Correspondence/Information:**

KH reported on correspondence she had had with SODC Planning Enforcement staff over the equestrian development on land adjacent to The Gate House, London Road (Application P14/S1318/FUL). A SODC officer had visited the site and contacted the site owner. His opinion was that the development was not currently in breach of approved planning conditions. However, he had advised that the Council should contact OCC Environmental Officers over the acceptability (or otherwise) of mineral materials already imported to the site and that the Parish Council should continue to monitor the site for potential planning breaches.

The occupiers of unapproved domestic accommodation at Green Barn Stables had recently submitted an application for a Lawful Development Certificate (LDC) to regularise their situation. The Council was disappointed with such action which appeared to be circumventing normal planning regulations. MS agreed to investigate the history of development on the Green Barn Stables site and write to SODC Planning staff to oppose the granting of a LDC.

MS had circulated a draft of the oral evidence that she planned to give at the Planning Inquiry over the proposed housing development at Mount Hill Farm (Application P14/S3524/O). The Council confirmed its support in principle of the developer's appeal. MS was advised to check with SODC staff that she would be able to speak on behalf of the Council at the appeal which was scheduled to start on 26 April and last several days.

The Council noted that all Tetsworth residents had recently received a communication from Strutt & Parker inviting them to a public exhibition of a proposal for housing development on a 4 hectare site which includes land currently used as the car parking area at the Tetsworth car boot sale location. Councillors agreed that if they attended the exhibition to be held on 22 March in the Memorial Hall, it would be in their capacity as individual Tetsworth residents.

58/16

### Village Environment

#### **Resurfacing of Judds Lane:**

A resident of Judds Lane had enquired whether he could resurface Judds Lane from The Mount as far as the greyhound kennels for improved access to residential accommodation. The Council agreed that

it would not oppose improvement being made to the lane's surface at the resident's own expense. However, there was uncertainty over its status as a byway. If it was confirmed as a Bridleway or Restricted Byway, there would be restrictions on vehicular use. However, if it was established that the lane was classified as a Byway Open to All Traffic (BOAT), no barriers could be erected to restrict access. There was therefore an unwelcome risk that an improved byway could become the de facto preferred route for traffic between Tetsworth and Thame. KH agreed to investigate Judds Lane's status and provide feedback to the Judds Lane resident.

#### **Tree Replacement Adjacent to Village Green/Victoria Gardens Boundary**

KH reported that she had had received correspondence from SODC staff tasking the Council to replace trees which had been protected by Tree Preservation Order 05S18. The Council believed that replacement was the responsibility of Rectory Homes, the Victoria Gardens developer, or the subsequent owners of the relevant Victoria Gardens plots. KH agreed to discuss the Council's position with the specialist SODC planning officer, Jonathan Beale.

#### **Oxfordshire Way Kissing Gate**

KH reported that she had spoken to the OCC Footpaths Officer who confirmed that the County would investigate installation of a Kissing Gate on the Oxfordshire Way on the Stoke Talmage roadside opposite Harlesford Farm entrance. She was also informed that grants are available for such work from the Trust for Oxfordshire.

#### 59/16 Tetsworth Sports & Social Club (TSSC)

HB reported that arrangements to run the TSSC clubhouse and bar with a team of volunteers was working well. The Council welcomed this news.

Clarification of the governance arrangements of the owner, trustee, tenant and user organisations of the Village Green and its clubhouse was held over to the Council's April 2016 meeting.

#### 60/16 90<sup>th</sup> Birthday of HM Queen Elizabeth II

KH showed Councillors an example of a medal that could be purchased for local schoolchildren and councils at a cost of £7.50 each to commemorate the monarch's reaching a significant milestone. Councillors showed little enthusiasm.

**Resolved:** That the Council should not buy HM Queen Elizabeth II 90<sup>th</sup> birthday commemorative medals – UNANIMOUS

AM announced that he would be conducting a personal litter pick around the village, but that it would not be specifically linked to the royal birthday celebration.

#### 61/16 Annual Parish Meeting

KH briefed the Council that she would be contacting all village organisations inviting them to deliver reports on their activities and plans at the Annual Parish Meeting on 23 May. The Memorial Hall had been booked and JG agreed to act as Minutes Clerk for this meeting. She also announced that publicity for the meeting would include an article and advertisement in the Tetsworth Newsletter, flyers and local posters.

#### 62/16 Neighbourhood Planning (NP) for Tetsworth

JG reported that his article in the March 2016 issue of the Tetsworth Newsletter had so far resulted in 2 more Tetsworth residents wishing to participate in a Tetsworth NP project. He advised that he would implement a further trawl for volunteers in the light of the Strutt & Parker proposal for significant housing development in the village. He agreed to report the highlights of the 16 March Regional NP Roadshow to the Council at its April 2016 meeting.

#### 63/16 Correspondence

##### Need not Greed

CPRE had issued an invitation to Parish Councils and other organisations to join its coalition to oppose the extent of growth promoted by the Oxfordshire Local Enterprise Partnership (OxLEP) in its Strategic Enterprise Plan (SEP) Refresh which would be out for consultation between 21 April and 20 May. The Need not Greed letter specifically invited Councils to table a motion noting the

concern of the Need not Greed campaign and to nominate a representative to the coalition. MS agreed to investigate the issues and brief the Council at its April 2016 meeting.

There was insufficient time for the Council to consider the following correspondence which would be held over to the Council's April 2016 meeting if still relevant.

- Devolution Deal for Oxfordshire
- Oxfordshire Together, Highways Services, February 2016 Update
- OALC February 2016 Update
- Guidance for Oxon Councils on Avoiding Bias in Decision Making
- South News, March 2016
- SODC CIL Charging Schedule
- Community First Oxfordshire – Feb/Mar 16

64/16 Other Matters for Discussion  
There were none

65/16 Date of Next Meeting  
11<sup>th</sup> April 2016

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.34pm**

## 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
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
16/16	Purchase a laptop for Council business	KH	
17/16	Implement Noticeboard mounting	AM	
18/16	Assess PATCH bark chipping requirement	AM	
19/16	Consider Freedom of Information Policy at April 2016 meeting	All/Clerk	
20/16	Prepare Parish Clerk Contract of Employment	TP	
21/16	Arrange Costed Plan for Skate-ramp Reinstatement Project	HB	
22/16	Seek volunteers to help spread bark chippings on PATCH site	HB	
23/16	Contact OCC Environment staff over materials at the Gate House development site	KH	
24/16	Advise SODC Planners of TPC opposition to Green Barn Stables LDC application	MS	
25/16	Confirm attendance at Mount Hill Farm development Public Inquiry	MS	
26/16	Investigate Byway status and advise Judds Lane resident of Council view on resurfacing	KH	
27/16	Liaise with SODC TPO officer on liability for Victoria Gardens replanting	KH	
28/16	Consider Village Green/TSSC governance arrangements at Apr 2016 meeting	All/Clerk	
29/16	Encourage attendance at Annual Village Meeting on 23 May	KH/JG	
30/16	Provide further NP feedback to April 2016 meeting	JG	
31/16	Report on Need not Greed initiative at Apr 2016 meeting	MS	
32/16	Consider held over correspondence for discussion at Apr 2016 meeting	KH	