

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 20<sup>th</sup> May 2013**

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**Present:** Cllr. Karen Harris (KH) – Chair  
Cllr. Alan Martin (AM)  
Cllr. Hazel Bottone (HB)  
Cllr. Jane Bowers (JB)  
Cllr. Paul Margan (PM)

**Officer:** Sarah Pullen

**Members of the Public:** There were 2

*The meeting started with Karen Harris presiding.*

- 080/13      Election of Chair  
AM nominated Karen Harris and JB seconded - UNANIMOUS  
**Resolved:** That Karen Harris be re-elected as Chairman of Tetsworth Parish Council.
- 081/13      To receive the Chairman's Declaration of Acceptance of Office.  
Karen Harris signed the Declaration of Acceptance of Office.
- 082/13      Election of Vice-Chairman  
KH nominated AM and HB seconded.  
**Resolved:** That AM be elected as Vice-Chairman
- 083/13      Apologies for Absence  
Cllr. Marjorie Sanders (MS)  
Cllr. Dorothy Brown
- 084/13      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.
- 085/13      Minutes of the Council Meeting held on Monday 8<sup>th</sup> April 2013 to be signed as a correct record.  
**Resolved:** That these minutes are a correct record and that they be signed by the Chairman.  
(There was a request that future Agendas have a larger font for the noticeboard).
- 086/13      Matters arising from the minutes  
There were none
- 087/13      To receive the Monthly Financial Report  
Bank balance at the end of April 2013 - £15190.62  
At the end of last year there were surplus funds of £494.91 plus £200 from an un-cashed cheque. These funds will be used for essential tree works and to clear the ditch adjacent to The Green. £150 will be given to TSSC as a contribution towards a skip for these works.
- Review of Standing Orders  
These were emailed to Councillors prior to the meeting.  
**Resolved:** To add "That email should only be used between meetings to continue discussions or for fact finding. Any issues should be sent to the Clerk for addition to the next agenda." – UNANIMOUS.
- Review of Financial Regulations  
**Resolved:** That the Financial Regulations are accepted by Council – UNANIMOUS.

To approve Section 1 and 2 of the annual return for year ending 31<sup>st</sup> March 2013.

**Resolved:** That the Clerk to send out, by email, to all Councillors for approval.

088/13

To approve Expenditure and sign the following cheques:

Came and Company Insurance	£887.27
SODC Dog Bin	£36.60
Memorial Hall Hire	£180.00
Clerks Salary (April/May)	£633.34
J. Bennett Insurance	£823.78

A payment of £1315.22 is also due to leave the account during the month as a repayment of The Public works loan. This will be paid by Direct Debit.

**Resolved:** To accept the above expenditure - UNANIMOUS

089/13

PATCH/Skatepark

A quotation has been received from Dave Pullen Handyman for repair works at The Patch. The quote is for £150 for labour, plus £76.69 plus VAT which is the cost price of materials required.

**Resolved:** To remove the boarded area inside gate altogether and not replace, and to repair both benches and the barrier. UNANIMOUS

HB reported that the rest of PATCH is fine. However, the skate park surface is lifting and cracking and looks like it needs coating.

**Resolved:** That PM inspect this and report back to the next meeting with an idea of what is required.

Ditch adjacent to The Green/Rectory Homes site.

There was a discussion on the best course of action for the work required in the ditch adjacent to the Rectory Homes site. The Clerk reported that she had looked at Land Registry maps and spoken with Land Registry. The ditch is part of the Green, although there is a 1 metre tolerance on such maps. KH reported that she has received a quotation from Owain Devey to cut up the fallen tree of between £120 and £240. It was suggested that we ask Rectory Homes and the Swan for a contribution to the works and also to set a date for a work party to clear the ditch, once the trees have been dealt with. Mr Ullsworth attended our meeting in May 2012 and said that he was happy to help manage the area.

**Resolved:** To continue with the work as per the quotation from Owain Devey and for the Clerk to write to Mr Abbott and Mr Ullathorne and ask for a contribution to the works. HB to contact TSSC to suggest dates of the 8<sup>th</sup> or 15<sup>th</sup> June to hold a litter pick. HB to let everyone know so that we can advertise it well. JB/KH to produce posters and the Clerk to put on the website and Facebook etc. – UNANIMOUS

**Resolved:** That the amount of £150 should be offered to TSSC towards the cost of a skip for clearance works. clerk to organise a patch inspection - look at new supplier – UNANIMOUS

090/13

Review of Annual Parish Meeting.

Points raised from the meeting included: to look into grant for litter picking and to advertise future meetings more.

091/13

Memorial Hall update

Completion should have been by the 26<sup>th</sup> April. However, following a two week extension the build has now gone into liquidated damaged. The Building Inspector is due on site tomorrow to see how far the project is from completion, so more will be known then. Meanwhile, Caroline has engaged a project manager who will start tomorrow. He is a volunteer. There are some ongoing grants issues and the build so far has been financed by committee members, friends and family. If this hadn't happened funding grants would have been lost. £150,000 plus VAT has been paid to date. A grant payment has been received from Leader and it is believed that SODC will pay a grant on Friday which should be £56,000.

092/13

**Planning**

**Planning Applications:**

There were none

**Planning Correspondence:**

Golf Course lighting – Following our enquiry, it has been confirmed by SODC that the Golf course do not have permission for the flood lights. They are submitting a retrospective planning application.

To name the new road behind The Swan

There were various suggestions such as Crested Close, Newts Close, Cob Close. Victoria Close.

- 093/13 Village Environment  
Trees adjacent to 14 The Laurels  
 The Clerk reported that on the advice of Owain Devey and also Four Seasons Tree Care, we speak to a qualified arboriculturist. OCA have previously recommended that the Elder Tree, Crab Apples, Ash Trees and Horse Chestnut trees be removed. However the arboriculturist, David Mahon said that the reports sent suggest that it is the Ash Trees causing the damage. The Clerk has also spoken with the Insurance Company – Came and Company and has sent them the reports – They have requested that we sent photographs of the area. The quote received from Owain Devey to remove all of the trees was £680. There was a long discussion and in particular it was notes that there is a lot of history of subsidence in Tetsworth which was generally felt that this was due to the Motorway being built.  
**Resolved:** To speak again with the Insurance Company and way that the TPC are in disagreement with any works being started.
- 094/13 Common and Parish Land  
Progress of land registration – Knapp Cottage  
 The Clerk has found a file containing historical information about the rents charged to Knapp Cottage. It dates back to the early 1990's. AM is going to look through all the information and produce the evidence required by Mr and Mrs Armstrong so that we can proceed with the purchase of land. In the meantime, it was agreed not to send any further invoices for rent.
- The Turning Circle  
 The Clerk reported that she has spoken with Sue Parker at OCC who is the Highways Records Manager. She said that there have been many enquires about this land over the years and that the facts are:
1. It has never been part of the Highway and is not part of any historical OCC records.
  2. OCC would only consider taking responsibility if the road were made up to standard first which would cost approx. £45,000.
  3. It must be owned by someone – all land belongs to someone even if it is not registered and even if it is the Crown.
  4. She suspects that it is/was either part of the Diocese or owned by John Peers House or the farm.
  5. The only way to find out the ownership would be to look through all the historical records at county archives office which is based at St. Lukes Church in Cowley. The records which would provide evidence are finance act maps, tithe maps, enclosure ward maps. They would all provide proof of ownership.
  6. OCC Highways would look to the owner, once found, to bring the land up to standard before they would adopt it.
- Resolved:** To take this item off the agenda. KH/HB have offered to go to St. Lukes Church when they can, but no date can be set for this.
- 095/13 Neighbourhood Plan  
 A launch meeting will be arranged as soon as the Memorial Hall is completed and we can make a booking. The launch event will include a map of the area, and hopefully JB and HB will be present and able to recruit members of the community to become involved in the bid for super fast broadband and mapping and maintaining village footpaths. Elizabeth Fox is keen and willing to organise a questionnaire following the meeting, but first we need to explore what areas we need to target. Ken Edwards M40 Group and Jeff Lowe, Mount Farm Development have also asked to be present.
- 096/13 To consider the following correspondence  
 103. Letter from CAMRA ref: legislation for village pubs (emailed). Interesting to pursue - PM to follow up.  
 104. Healthwatch Oxfordshire launch event (emailed). Noted.  
 105. Recommendation from Chinnor Parish Council (emailed). Noted.  
 106. Ted Claridge – Fencing adjacent to the M40 (emailed via Paul Margan).  
**Resolved:** This is not a Parish Council issue. PM to inform Mr Claridge that Highways are responsible for this.  
 107. Oxfordshire County Council – Fire Safety Training (emailed). noted.  
 108. Report from police - reduction in crime is down 38% in this area.
- 097/13 Any other business for discussion  
 Alan has requested £11 from petty cash for heating in the hall.  
 Clerk to send out letters to local groups to see if they would like to make an application for a grant.  
 KH has requested that the Clerk produce an actions list following each meeting, to ensure items do not stay on the agenda for too long and get dealt with efficiently.  
 The Clerk has now got a Facebook page for the Parish Council.  
 TSSC still need to produce current documentation, which Anthony Bottone is chasing.
- 098/12 Date of Next Meeting  
 10<sup>th</sup> June 2013 at 7.30pm

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15**