

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 14th October 2013**

Present: Cllr. Karen Harris (KH) – Chair
Cllr. Alan Martin (AM)
Cllr. Hazel Bottone (HB)
Cllr. Jane Bowers (JB)
Cllr. Marjorie Sanders (MS)

Officer: Sarah Pullen

Members of the Public: There were none

151/13 Apologies for Absence
Cllr. Dorothy Brown, Cllr. David Wilmshurst

152/13 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.

153/13 Minutes of the Council Meeting held on Monday 9th September 2013 to be signed as a correct record.
That AM did not attend this meeting. He sent information but did not directly report at the meeting.

149/13 – Mr Redman has not agreed to carry out these works as the equipment is difficult to get.
Resolved: That with the above correction, these minutes are a correct record and that they be signed by the Chairman.

154/13 Matters arising from the minutes/Actions List
A bin has been moved to the Skatepark from Back Street, outside the Old Post Office. This still leaves two bins by the Memorial Hall and Bus Stop. Anthony Bottone will empty this and leave the rubbish for collection with the bin at PATCH. It will be decided at a later date if we have sufficient bins or if more need to be purchased.

The actions list was updated (attached).

017 Anthony Bottone is still chasing the TSSC for the required documentation. It was noted that Paul Silver is qualified to PAT Test. HB will pass this information on.

021 Skateramp. KH has met with Dave Pullen and been through all the items requiring attention following the play equipment inspection. Dave has quoted 1 day @£150 initially plus materials at cost.

Resolved: For Dave Pullen to lift the surface of the skatepark to see if it can be turned to get more use from it, and to complete the other snagging items on the Inspection report. - UNANIMOUS

023 Complete

024 Clerks Contract – JB to review. C/F

032 AM to check bin at Marsh End.

034 Pressure wash bus shelter – C/F until weather permits.

035 To dig out ditch adjacent to The Swan. C/F until the Spring/weather permits.

036 Cheque received from TSSC.
037 Clerk is covered to work at home on Insurance, and also any visitor to the house on TPC business. Anything belonging to the Parish Council is also covered.
039 To add the Public Works loan to the Risk Assessment.
Resolved: To approved the risk assessment and the addition of the Public Works Loan. - UNANIMOUS

040 Complete - PATCH has been raked and tidied.
041 Complete – This has been reported to the PCSO.
043 Complete
044 Complete
045 Complete
046 Complete
047 Complete
048 Complete
049 Agenda item.
050 Golf Club
051 KH/MS have inspected the Ash Saplings in The Jitty with Owain Devey. They can be removed now to prevent damage in the future.

Resolved: To remove the Ash Saplings close to Knapp Cottage. Clerk to write to Mr and Mrs Armstrong to advise them of this.

051 The Willow Tree close to the Farm Buildings on the Jitty side close to Knapp Cottage also requires investigation. KH to look and see if it requires reporting as it may have a TPO.

052 Land at Knapp Cottage. The Clerk has left a long message with Mr Honeyballs secretary requesting information by tonight's meeting. However, still no response.

Resolved: The Clerk to investigate the costs involved in changing solicitor.

053 Complete.

054 This should be put in the Newsletter requesting that people do not flytip on the Green.

NB. Clerk to separate Actions List and Matters arising on future agendas.

155/13 District Councillors Report
There was no report.

156/13 County Councillors Report
There was no report.

157/13 To receive the Monthly Financial Report
Balance at Bank 30th September 2013 - £9519.35

The Clerk reported that Tetsworth Trust have not cashed their cheque for £100. She will contact Paul Silver to find out why.

The current budget figures were reviewed in preparation for setting the precept for next year.

Resolved: To have an extra meeting for budget setting on 25th November @ 7.30pm.

Clerks Salary

Guidance notes have been received from OALC with regards to review of the Clerks Salary.

Denise Allnutt from SKP Solutions sent some notes to the Council with regards to what is currently paid. KH will review these notes and look back through notes to see what hours this salary has been based on.

158/13 To approve Expenditure and sign the following cheques:
S. Pullen Clerk (September) £316.67
BDO Stoy Hayward (External Auditor) £396.00

Resolved: To accept the above expenditure - UNANIMOUS

- 159/13 PATCH/Skatepark
 There was a discussion about the age of the play equipment at PATCH following the inspection recently completed. It was felt that there will be a time where this equipment may need replacing, or certain areas may need replacing. KH has contacted outside gym equipment companies to look at the types of equipment are available and the costs involved. The PATCH is aimed at school age children.
 The approximate cost of installing gym equipment would be £3000 – 3,500.
Resolved: To add this for discussion within the Community Led Plan.
- 160/13 Memorial Hall
 The builders are now completing the snagging issues. All the cladding has now been repainted and the gravel and drop kerb have been done. They are also in the process of correcting areas at the doorway.
 There have now been four antique markets held in the hall which have been very successful and there is a roadshow planned for next year.
- 161/13 Planning Applications
Planning Applications:
 There were none.
- Planning Decisions:**
P13/S2360/HH – 11 Swan Gardens, Tetsworth
 Single storey side extension to dwelling. Raise roof ridge to detached garage to provide accommodation in roof space with dormer windows. – **GRANTED.**
- Other planning matters for discussion.**
Thame Golf Club Lighting.
 There is still no progress with this. However, the Clerk has spoken with the Planning Officer once again and requested a visit to the site in the dark. Planning are still waiting for an updated planning application from the Golf Club. The Clerk has requested monthly information to report back to Council.
- 162/13 Village Environment
Trees adjacent to 14 The Laurels, Tetsworth
 Owain Devey has now completed the work at 14 The Laurels. The Clerk has informed the Insurance Company.
Resolved: The Clerk should request a ‘sign-off’ document from the Insurance company.
- Ash Saplings adjacent to Knapp Cottage.**
 MS, KH and Owain Devey have inspected the Ash Saplings growing in The Jitty close to Knapp Cottage. It was felt that these could cause problems similar to 14 The Laurels if they are not dealt with soon.
Resolved: To ask Owain Devey to remove the Saplings. The Clerk should write to Mr and Mrs Armstrong and advise them of this.
- 163/13 Land at Knapp Cottage
 The Clerk has called Honeyball solicitors to chase for the information promised. However, despite requesting information before this meeting there is still no progress or contact.
Resolved: That the Clerk investigate the costs of going to another solicitor and to bring this to a satisfactory conclusion asap.
- 164/13 Community Led Plan
 There has been quite a lot of progress with this during the month and MS has emailed a progress report. (attached). There is a progress meeting planned for Thursday 17th October. The intention is to split into groups to look at all areas of the plan.
- Housing Survey**
 MS reported that she has spoken to Emmetts who would like to know if the TPC are in agreement

with the proposed new houses at Mount Farm. MS made it very clear that the Parish Council are unable to comment on any planning application until it is submitted from SODC in the normal way.

They have completed a housing needs survey within the village and have now submitted the results back to the Parish Council for use as part of the Community Led Plan. As an incentive for residents to complete the survey, they donated two £100 prizes for a draw to be held at the Community Led Plan meeting.

Resolved: To write to Jeffrey Emmett and thank him for his help with the survey and to advise that as far as the TPC are concerned, any proposed development is dependent on the SODC response regarding policy changes in relation to housing/development needs in Tetsworth in relation to the overall housing policy in the region.

165/13

Correspondence

Allotment Survey – Has been sent back.
All other emailed correspondence was noted.

166/13

Other Matters for Discussion

It has been reported that there have been break-ins and small fires have been started at the Sunnymede site. Clerk to inform PCSO.

The Clerk reported that she has contacted David Clack at Oxfordshire Highways and has requested that issues in Tetsworth are looked at, including the manhole outside the pub. He will let her know when he can attend.

Clerk to add TSSC to the agenda.

167/13

Date of Next Meeting

Monday 11th November – 7.30pm

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15pm