

**Minutes of the Meeting of
Tetsworth Parish Council
Held in the Memorial Hall
at 7.30pm on Monday 12th September 2011**

Present: Cllr. Karen Harris (KH)
Cllr. Hazel Bottone (HB)
Cllr. Adrian Cannon (AC)
Cllr. Kim Baghat (KB)
Cllr. Martin Petheram (MP)

In attendance: Cllr Dorothy Brown (DB)

Officer: Sarah Pullen

Members of the Public: There were 13.

134/11 Cllr. Karen Harris opened the meeting and announced the sad death of John Thompson.
A minutes silence was observed.

135/11 Apologies for Absence
There were none.

136/11 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.

137/11 Minutes of the Council Meeting held on Monday 13th June 2011 to be signed as a correct record
127/11 – That this should read should ‘not’ prevent, instead of should prevent.
Resolved: That with the above correction these minutes are a correct record and that they be signed by the Chairman.

138/11 Matters arising from the minutes
John Thompson – Following the resignation of Cllr. John Thompson and his subsequent death, we have posted a 14 day notice period as required prior to a co-option. Providing an election is not called we can advertise the vacancy to co-opt at the October meeting.
John was on the Parish Council for 10 years and was incredibly hard working. He also worked with the M40 Group, Cozens Bequest and helped to maintain the Churchyard.
Resolved: That KH collect John’s working papers ready for distribution at the October meeting.

139/11 District Councillors Report.
The Council is now back up to full speed following the summer break.
Bus Passes – The company who deal with concessionary bus passes have made an error resulting in 1100 duplicate passes being sent out. If you have received a pass you will receive a letter explaining the situation and asking you to destroy the duplicate card.

Sunneymead – DB has attended a meeting at Sunneymead which was held prior to the residents consultation regarding the renewal of the building. The meeting was very helpful to the residents.

M40 Noise - On the 22nd September DB is attending the meeting on M40 Noise to discuss nominations that have gone forward from SODC as receivers of noise.

Citizens Advice Service – DB attended a meeting of the Citizens Advice Bureau, who presented the work that they are undertaking to help the public who contact them. As a District Councillor we do support CAB as do

many of the Parishes. It is a vital part of our society.

140/11 County Councillors Report
There was no report.

141/11 To approve Expenditure and sign the following cheques:

BDO Annual Audit	£162.00
S. Pullen	£278.14
OALC Chairmanship Course	£60.00
SODC – Dog Bin Emptying	£34.98
TSSC Grass Cutting	£500.00
K. Harris (Vistaprint Inv) Banner	£50.77
Swan Gardens Grass Cutting	£269.25

Resolved: To accept the expenditure and sign cheques.

142/11 To receive the Monthly Financial Report

Balances:

Current Account:	£625.69
Savings Account:	£11396.56
High Interest Account:	£10000.00

Resolved: To accept the monthly report and transfer £1000 from Savings to Current Account.

To approve the BDO annual return.

Resolved: To approve the annual return audit for year ended 31 March 2011

New PAYE arrangements for Clerks

AC reported that he has readdressed this. It is clear that we need to apply PAYE for the Clerk.

Resolved: To pay the Clerk the gross amount this month on receipt of her invoice and put PAYE into place for next month.

Review of Risk Assessment

Resolved: That the Risk Assessment amendments are accepted by Council.

143/11 Youth Development on the Green

KH reported that following the success of the Skatepark during the summer there is now an option to purchase the equipment for £3500 plus VAT. Fearless Ramps will guarantee the frame for 3 years, although it is expected it will last up to 5 years if maintained well. They will also block up the ends to prevent a fire risk and will provide a 8 x 4 hard standing to prevent winter weather damage. Maintenance costs are expected to be approximately £400 per annum, with boards costing approx. £130 plus VAT. KH has contacted the Skatepark committee members and local Police who all support the idea of purchasing the equipment, as do the children who use it!

KB reported that Sydenham Parish Council have expressed an interest in making a donation towards the scheme. It would also be worth asking other neighbouring Parish Councils.

AC asked if this may prevent future possibilities of new equipment. However, it was felt that the equipment could be used as part of a consultation process.

Resolved: To go ahead with the purchase of the equipment at £3500 plus VAT.

144/11 **Planning**

Mount Hill Farm – Jeffrey Emmett were in attendance and presented amended proposed plans for a development at Mount Hill Farm, to include a Cricket Pavilion for Tetsworth.

No comments were given by Council.

Planning Decisions:

P11/E0801 – 3 Yew Tree Close, Tetsworth
Erection of two storey front extension. **GRANTED**

P11/E0800 – 3 Yew Tree Close, Tetsworth
A garden room to be installed at the boundary with a height of 3300mm. **GRANTED**

P11/E0953 – Dove Cottage, 5 Parkers Hill, Tetsworth
Extension to existing conservatory. **GRANTED**

P11/E0871 – Mellon Place Stud
Extension to schooling arena, to form viewing gallery. **GRANTED**

P11/E0972 – Mellon Place Stud, Tetsworth
Formation of permanent drive from existing access – formation of ménage. **GRANTED**

P11/E0687/O – Land to the rear of the Swan Gardens, Tetsworth (Outline Planning Permission)
Erection of 4 detached dwellings, with associated car parking, landscaping and formation of a new access.
GRANTED

Appeal Decision – Land adjacent to A40, Tetsworth
Change of use of land at Mount Hill Farm for the creation of a temporary hard standing. **GRANTED**

Planning Applications:

P11/E1259 – 110 High Street, Tetsworth
Removal of existing double garage and replacement with new double garage/office with two bedrooms over and link at first floor to dwelling.

APPROVED - Unanimous

P11/E1195/LD (Lawful Development)

1 Oak Farm Close, Tetsworth
Single Storey rear extension.

Approved - Unanimous

Planning Correspondance

P11/E0991 – Attington House – Two Temporary Staff Buildings – Withdrawn - **Noted**

145/11

Tetsworth Sports and Social Club

Insurance – KH reported that she met with the Clerk, the TSSC and Peter Sutcliffe from the Insurance Company to discuss the TSSC insurance. We insure the property as landlords and they insure the contents and the TSSC activities. Our buildings insurance is fine and at the correct level should it ever need to be rebuilt. A few areas of the TSSC insurance are being amended, mainly the level of insurance for the contents and the provision of employer's liability. The TSSC have not had a fixed electrical installation check since the new build in 2002 and therefore this is a priority. Peter stressed the importance of our duty of care in matters relating to the electrical and fire regulations and advised the TSSC that they should pass copies of certificates to us. They need to do various risk assessments and KH has agreed to and already provided them with tick box forms to enable them to do this. The meeting was very productive and informative and hopefully will result in us being able to provide evidence relating to our duty of care.

Meetings – We need to re-establish regular meetings with the Management Committee of TSSC as per last month's minutes, which have lapsed over the last few years.

Resolved: To invite the Management Committee to the October meeting.

146/11

Village Environment

Grass Cutting

The Clerk and KH have walked around the village with the schedule of grass cutting received from Swan Gardens to clarify areas in the village where we are responsible for the cutting. We are required to obtain other tenders.

Resolved: That the Clerk put together a tender document to send out to potential suppliers.

Copper Beech Tree adjacent to War Memorial

Since our last meeting the SODC have now placed a Tree Preservation Order (TPO) on this tree. KH and the Clerk have met with a tree surgeon who will quote us following guidance sent out for trees with TPO's. This process could take a couple of months.

Salt Bins

We have received a letter from Oxfordshire County Council stating that existing salt bins will be filled in advance of this years winter period, and additionally all Parish Councils will each receive a 1 tonne bag of salt and have the option of buying an extra bag for £100 each to be delivered at the same time. There will be no further deliveries of additional 1 tonne salt bags available after this. They have requested that Parish Councils identify dry storage for a 1 tonne bag of salt.

Resolved: To find storage for salt.

147/11

Common and Parish Land

KH has invited Mr Nixey to attend our next meeting to ask the Parish Council.

148/11

Parish Plan

MP reported that there hasn't been a huge amount of progress with this since the last meeting. Due to weather conditions at the Village Fete we were unable to start the consultation as planned. We need to get input from villagers ahead of any door drop questionnaire. It was suggested we use the Farmers Markets for consultation initially.

149/11

M40 Group

KH reported that the letter written by John Thompson has been sent to John Howell MP. John worked hard with the M40 Group. Since his death Dave Harris and Simon Thorpe have kindly agreed to continue the good work and will report back any progress at the October Parish Council meeting.

150/11

Patch

HB reported that she is now checking the Skatepark as well as the PATCH each week.

151/11

To consider the following correspondence

- 38 OCC – Review of Octabus Dial-a-ride Service - **Noted**
- 39 ORCC – Community Networking Event - **Noted**
- 40 FWAG – Parish Council Funding - **Noted**
- 41 Royal Horticultural Society – Britain in Bloom - **Noted**
- 42 Electoral Review of Oxfordshire – Draft Recommendations - **Noted**
- 43 Masons Funfair - **Noted**
- 44 South Oxfordshire District Council – Planning Training - **Noted**
- 45 Oxfordshire Review – Electoral arrangements of Oxfordshire County Council. – **Noted**

152/11

Any other business for discussion

Queens Diamond Jubilee – What plans are in place for next year's celebrations

Resolved – To add to next month's agenda.

Allotment Hedges – We need to set a date for work party for hedges at the allotments.

Resolved – To add to next month's agenda.

Parking at the end of Swan Gardens – Complaints have been received from villagers about parking at the end of Swan Gardens.

Resolved - Clerk to discuss with the PCSO.

Nettles behind the Red Lion (pathway) – This has been reported to SODC by resident.

Future of the Red Lion – There is a meeting about the future of the Red Lion at 7.30pm on 22nd September at the pub.

Church Grass Cutting – JT spent many hours maintaining the churchyard and looking after the grass cutting. Should the TPC contact the PCC to discuss the future of the grass cutting at the church?

Resolved – To add to next months agenda.

153/11

Date of Next Meeting
Monday 10th October 2011

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.10pm