

**Minutes of the Meeting of  
Tetsworth Parish Council  
Held in the Memorial Hall  
at 7.30pm on Monday 14<sup>th</sup> September 2015**

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**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 9

141/15 Apologies for Absence  
Cllr David Wilmshurst (DW) (OCC)  
Cllr Stephen Harrod (SH) (SODC)

142/15 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.*  
AM, TP and MS signed Declarations of Interest in consideration of a grant request for the Tetsworth Senior Citizens' Christmas Party.

143/15 Minutes of the Council Annual Meeting held on Monday 13<sup>th</sup> July 2015 to be signed as a correct record  
**Resolved:** That these minutes are a correct record and that they be signed by the Chairman – UNANIMOUS.

144/15 Matters arising from the Minutes (not on the agenda)  
There were none.

145/15 Public Questions  
**Skate-park Noise Complaint by Mr & Mrs Gibbon**  
Mr & Mrs Gibbon summarised the nature of their complaint of unreasonable noise and anti-social behaviour of children using the skate-ramp on the Village Green. They had previously documented their concerns in correspondence with SODC Environmental Protection staff and Tetsworth Parish Council. At issue were the noise of the ramp itself, rowdiness by its users and an allegation of criminal activity. Their proposed solution was to relocate the ramp to another site on the Village Green more remote from housing.

KH had consulted a number of police representatives concerning the alleged criminal activities and had established that they had no records of drug abuse or any other criminal activity on the Village Green. A number of other Councillors reported that they had conducted regular surveillance of the Skate-park over the past 2 months and had not observed any significant pattern of unreasonable noise or unruly behaviour.

The Council was aware that SODC Environmental Protection staff would be investigating Mr & Mrs Gibbon's complaint and decided that taking any action ahead of the outcome of their formal noise monitoring would be premature.

**Resolved:** That further consideration of Mr & Mrs Gibbon's complaint should await the outcome of SODC Environmental Protection staff's formal noise monitoring exercise.

146/15 District Councillor's Report

KH summarised key points from SH's written report.

Free pre-winter electric blanket safety checks.

Revised SODC Planning Team structure.

Electrical goods now included in normal waste collection schedules.

SODC proposals for Community Infrastructure Levy (CIL) charges on future housing developments was out for independent examination.

147/15 County Councillor's Report  
There was no report

148/15 Update of the Actions List

<b>Ref.</b>	<b>Action required</b>	<b>Resp.</b>	<b>Progress</b>
011/15	Contact solicitor to verify map supplied for Turning Circle	KH	Awaiting access to Vesting Deed
026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM	Awaiting Access to Vesting Deed
032/15	Develop plan for registration of all common and parish land with the Land Registry	KH	Awaiting 'Parish Walk' by AM and Christine Tolson
037/15	Arrange ad-hoc working party to prepare PATCH for annual inspection	HB	COMPLETE
039/15	Arrange return of parish land documentation from Mr Honiball	PC	Return agreed but delivery awaited
040/15	Publish Parish Tree Report on TPC Website	AM/KH	Plan ready for publication
041/15	Issue Allotment Tenancy Agreement to new tenant	KH	Informally agreed, issue of document awaited
042/15	Clarify need for solicitor support to Knapp Cottage land transfer	AM	Awaiting access to Vesting Deed
043/15	Arrange tour of Parish-owned parcels of land with Christine Tolson	AM	Rearranged appointment in hand
044/15	Include Budget Review on Sept meeting Agenda	KH/JG	COMPLETE
045/15	Advise TSSC of agreed insurance payment schedule	KH	COMPLETE
046/15	Write Newsletter article to raise profile of TPC website	PC	COMPLETE
047/15	Provide access details for clerk@tetsworthparishcouncil.co.uk email account to Councillors	KH	COMPLETE
048/15	Negotiate Tenancy Agreement with TOLC	MS	Final version being prepared for signature by TPC and TOLC
049/15	Write Newsletter article inviting support for Community Speed Watch scheme	PC	COMPLETE
050/15	Consider Speed Watch Scheme for Tetsworth at Sept meeting	All	COMPLETE
051/15	Write Newsletter article promoting '101' remedy to Swan Gardens parking issues	TP	COMPLETE

149/15 To receive the Monthly Financial Report  
The report was reviewed without comment.

150/15 Review of Financial Issues  
**Budget Statement**

The Budget Statement for the first 5 months of the FY showed a satisfactory rate of expenditure against income. It was reviewed without comment.

### **Financial Regulations**

KH had prepared draft amendments relating to BACS payments and would circulate the revised version for consideration by the Council at its next meeting.

### **External Audit Queries from BDO Stow Hayward**

KH advised that a minor observation over the formatting of the Trial Balance had been resolved satisfactorily.

### **Planned RFO Absence**

KH advised that Denise Allnutt would be taking leave of absence for the next 4 months and that SKP Solutions would continue to undertake the duties of RFO over that period.

### **Year-End Financial Report**

KH advised that she would post the Year-End Financial Report on the Council noticeboard and website once it had been received from the RFO.

### **Tetsworth Senior Citizens' Christmas Party (TSCCP)**

The organisers of the TSCCP had requested an S137 grant in support of this year's event. A review of the organisation's current financial position showed that a grant of £200 would cover any potential shortfall.

**Resolved:** That a grant of £200 S137 funding be made to support the 2015 TSCCP, to be approved for payment at the Council's October meeting – UNANIMOUS

151/15

To approve Expenditure and sign the following cheques:

Karen Harris (Skate-part preservatives)	£76.67
TMH (CLP room bookings)	£54.00
SODC (Election fee)	£100.00
Play Inspection Co (PATCH)	£75.00

**Resolved:** To accept the above expenditure and to pay by BACS/Cheque as required – UNANIMOUS.

JG noted 2 invoices to be presented for payment approval at the October Council meeting.

152/15

PATCH/ Skate-park.

### **Annual Inspection**

The Council welcomed the comprehensive inspection report by the Play Inspection Co and was pleased to note that most of the observations addressed low or very low risk issues.

KH had invited Dave Pullen to make a site visit and provide a quotation for remedial repairs. She also advised that she had placed an order for the 2016 PATCH inspection with the Play Inspection Co.

### **Responsible Use and Behaviour**

In the light of Mr & Mrs Gibbon's noise complaint, the Council had published articles in the Tetsworth Newsletter, Tetsworth Parish Council website and its Facebook page encouraging parents and children to use the PATCH and Skate-park facilities responsibly.

153/15

Tetsworth Sports and Social Club (TSSC)

HB presented a half-year report on the status and activities of TSSC on behalf of its committee.

Roger Benke had resigned as chairman after 2 years in post. John McTaggart had taken on the role with Aaron Patience as vice-chairman.

Financially, the club had experienced a difficult 6 months with bar takings down and the loss of Village Fete income, but had arranged a successful Sports Festival. Band bookings had been reduced to fortnightly to reduce expenditure.

The club had a tractor on trial and were considering its purchase. It also expected to get a demonstration from Kubota, the Thame-based tractor manufacturer.

On the sports front, cricket, football and golf teams were well supported. However, maintenance of the cricket square was a challenge despite the support of R Isaacs. Any volunteer helpers should approach Anthony Bottone. The club had indicated that it was willing to take on full grass cutting responsibilities for the Village Green including the A40 verges and the area around the PATCH and Skate-park. However, to cover the PATCH area it would need removal of the lower branches of trees to allow safe tractor access.

The Council welcomed the grass cutting offer and KH agreed to seek a tree pruning quotation from Owain Devey.

154/15

#### Liaison with Village Organisations

The Chairman asked JG to speak on this subject. He felt that every opportunity should be taken for better linking together the interests and plans of the range of village groups and organisations for the greater benefit of the whole community. Possible means of achieving greater coherence could include developing the Parish Council website as a richer community information resource and encouraging representatives of village organisations to attend and contribute to Parish Council meetings.

155/15

#### Planning

##### **Planning Applications**

P15/S2794/LB (Listed Building Consent), John Peers House, 31 Chiltern View, Tetsworth Window and door repair/replacement, fireplace replacement with stone hearth.

Provided that replacement items are consistent with period styles – APPROVED – UNANIMOUS

P15/S2940/LB (Listed Building Consent), 9 Chiltern View, Tetsworth

Replacement of wooden casement window with new doorway and casement French doors – APPROVED - UNANIMOUS

P15/S2852/LDE, The Swan Inn, 5 High Street, Tetsworth

Chalet/mobile home on site for use by night watchman.

Siting and size of proposed chalet/mobile home considered to be inappropriate to Grade 2 Listed Building setting and not essential for intended occasional use – REJECTED - UNANIMOUS

##### **Planning Decisions:**

P15/S1994/FUL, Greyhound kennels, Judds Lane, Tetsworth

Removal of Condition 7 of planning permission – GRANTED

P15/S2036/FUL, 6 The Mount, Tetsworth

Erection of 2-storey, 2-bedroom dwelling – GRANTED

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

Pre-order consultation, Town & County Planning Act1990, Section 257. Application for path diversion, Greyhound Kennels, Judds Lane, Tetsworth. The Council noted the proposal.

156/15

#### Village Environment

##### **Grass Cutting Tender Preparation**

AM reported that he had prepared tender documents with a specification calling for quotations for fortnightly cuts between March and October. He had already received unsolicited expressions of interest from 3 companies. AM agreed to issue the tender documents to these 3 companies and the incumbent holder of Tetsworth's current grass cutting contract.

##### **Community Speed Watch Scheme**

PC reported that he had received offers from 4 residents with possible help from 2 more to run the scheme in Tetsworth. This should be sufficient to launch the scheme and PC was in negotiation with

Tetsworth's Neighbourhood PCSO, Jacky Madden, to arrange the necessary training on the monitoring equipment and the scheme's 'rules of engagement'.

One of the Speed Watch volunteers, Roger Clarke, advised that the scheme could not be applied on the 50mph stretch of the B4012 adjacent to his property and others including the Grade 2 Listed Toll House. The Council agreed with him that speeding through this area was prevalent and that numerous road traffic accidents had occurred on the blind bends in the area. To address the issue, he was planning to propose a reduction in the current speed limit to OCC. The Council welcomed his initiative and advised that he should mention its support in submitting his proposal.

157/15

#### Neighbourhood and Community-Led Planning

JG had attended a South & Vale Neighbourhood Planning (NP) conference on behalf of the Council. The overall aim was to explain the NP processes and promote the benefits of NP in shaping the location and nature of future housing developments in communities – provided that the policies conformed to higher government and district planning policies.

Key messages to emerge from the themed sessions were:

The NP process could take as long as 2 years despite the promise of a website toolkit, but need not be expensive to undertake.

Government and district council grants could contribute up to £13,000 towards NP costs and Gt Coxwell had done one for about £10,000.

Creating and sustaining an enthusiastic volunteer project team is crucial to delivering an NP.

Developing a joint NP with adjacent parishes is worth considering.

CIL payments to parishes will be affected by the existence of an NP.

SODC expects to be applying the CIL to all market housing developments from April 2016 at the rate of £150/sq-m. This equates to about £3,000 per typical dwelling. Communities with an NP will receive 25% of CIL raised from their area. This will be paid half-yearly to be spent on local priorities within 5 years. Communities without an NP will receive only 15% of CIL charges and will be capped at receiving a maximum of £100 per existing dwelling in the community – nearly 300 in Tetsworth.

Informal discussions with Great Milton and Tiddington parish representatives revealed some enthusiasm for developing a joint NP with Tetsworth in view of potential housing development in the M40 Junction 7 area. The pros and cons would need to be considered carefully.

The Council agreed that it should consider whether to initiate an NP project for Tetsworth at its next meeting.

JG reported that reasonable progress was being made on the actions included in the Tetsworth Community-Led Plan (CLP). Although still in the first year of a 10 year plan, the majority of actions had shown some progress. The current status of the Action Chart can be viewed on the Parish Council website.

158/15

#### Correspondence

##### **Parish Council Computer Equipment**

OALC had issued best practice advice that Parish Councils should provide computer equipment for exclusive use by the Clerk and others on Council business. The Council agreed that it would consider such a purchase towards the end of the FY when a clearer view of funding would be available.

##### **Oxfordshire Waste Recycling Strategy Consultation**

The Council noted the options for siting of 3 or possibly 4 recycling centres in the county, but expressed no opinion.

##### **Superfast Broadband in Tetsworth**

The OCC announcement of the roll-out of superfast broadband to Tetsworth had been published in the September issue of the Tetsworth newsletter. However, this edition had also included an article from a resident at the eastern end of the village pointing out that properties east of the telephone exchange had been excluded from the fibre connection programme.

#### **TPC Office Space in TMH**

KH had met with the TMH Committee Chairman to examine the options and difficulties in providing office space for Parish Council documents and business. A short term solution for storage might be found in the unheated roof-space, but provision of proper office accommodation would have to await completion of currently planned TMH improvements.

#### **Fundraising for Village Defibrillator**

The Head-teacher of Tetsworth Primary School had briefed the Council with her plans to make a donation from its Harvest Festival event to the village defibrillator project. She had been advised to talk to the TSSC committee which had been taking the lead. AM reported that the Couzens Bequest was also prepared to support a defibrillator purchase. KH suggested that those involved in the project should liaise with Lewknor PC which had recently installed such an equipment and could offer advice on initial costs, access arrangements and ongoing maintenance liabilities.

#### **OCC Town and Parish Meeting on Better Delivery of Services**

This meeting would take place on 21 September at The Kassam Stadium. John Gilbert had agreed to attend on behalf of the Council.

#### **SODC Town & Parish Forum – 4 November**

This meeting will be held in Didcot, and Council representation will be discussed at its next meeting in October.

#### **SODC Audit of Community Halls**

KH confirmed that the TMH Committee Chairman had responded to SODC.

#### **SODC Response to Skate-park Noise Complaint**

The Council noted that SODC Environmental Protection staff would be conducting a formal investigation of Mr & Mrs Gibbon's noise complaint.

#### **Grant Aid Request from South & Vale Carers Centre**

Consideration of this request was deferred until the Council's next meeting in October.

#### **BT Openreach Wayleave Document**

The Council had now received a document to support the Wayleave payment received in respect of the new BT Broadband cabinet adjacent to the Village Green.

#### **Council Tax Reduction Scheme Grant**

SODC Finance had issued a letter forecasting a reduction in future grants under this scheme. For FY15/16, the Council had received a payment of £419.

#### **Rampchild Manufacturer's Brochure**

The Council had obtained this wooden skate-ramp manufacturer's brochure which might provide cost and performance data to compare with Tetsworth's current ramp.

#### **OCC Supported Transport Consultation**

KD reported that she had responded to this consultation. Tetsworth's No 124 service was receiving an annual subsidy of £9,000 and had only been used by 300 customers; it was at medium risk of service reduction. The No 275 service was costing £23,000, but was assessed as being at low risk of significant reduction. It seemed likely that the Dial-a-Ride scheme would be scrapped with communities being encouraged to organise and fund their own local services.

#### **Councillor and Clerk Training**

KH announced the availability of a training course on the roles and responsibilities of councillors and

clerks being held on 25 November. Any takers for this £65 one day course would be noted at the October meeting of the Council.

**Council Noticeboard**

HB pointed out that some of the information on the Council noticeboard required updating. KH and JG agreed to replace superseded notices.

**Cycle Race Speeding in Village**

HB advised that a local resident had been concerned at the perceived excessive speed of organised cycle races passing through the village. While Councillors recognised the potential road safety implications of these events, they considered that the existing stewarding arrangements were sufficient to mitigate the risk.

160/15

Date of Next Meeting

12<sup>th</sup> October 2015

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.44pm**

## Actions List

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026/15	Arrange preparation of priced transfer documentation for land at Knapp Cottage	AM	Awaiting Access to Vesting Deed
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043/15	Arrange tour of Parish-owned parcels of land with Christine Tolson	AM	Rearranged appointment in hand
048/15	Negotiate Tenancy Agreement with TOLC	MS	Final version being prepared for signature by TPC and TOLC
52/15	Circulate revised Financial Regulations to Councillors for comment	KH	
53/15	Post End-of-Year Financial Report on Council noticeboard and website	KH	
54/15	Include payment approval for MS(plants) (£33.47) and HB(war mem manure) (£10.99) on Oct 15 Agenda	JG	
55/15	Include payment approval for TSCCP grant (£200) on Oct 15 Agenda	JG	
56/15	Seek lower branch pruning quotation from Owain Devey for trees adjacent to PATCH	KH	
57/15	Issue grass cutting tender documents to 4 possible suppliers	AM	
58/15	Arrange Speed Watch training through neighbourhood PCSO for scheme volunteers	PC	
59/15	Consider initiating a Tetsworth NP project at Oct 15 meeting	All	
60/19	Place possible purchase of Council computer equipment on Feb 16 Agenda	JG	
61/15	Note nominations for councillor and clerk role training at Oct 15 meeting	JG	
62/15	Include South & Vale Carers Centre grant request on Oct 15 Agenda	JG	
63/15	Update information displayed on Council noticeboard	KH/JG	