

Tetsworth Parish Council

Paul Carr
CENTRE

Interim Proper Officer & RFO

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To all members of Tetsworth Parish Council
You are summoned to attend the Parish Council meeting detailed below

**In Tetsworth Memorial Hall
at 7.30pm on Monday 8th January 2024**

Members of the Public and Press are welcome to attend.

AGENDA

1. Apologies for Absence

2. To Receive Declarations of Interest Members are asked to declare any personal interest, and the nature of the interest they may have in any of the items under consideration at the meeting.

3. To Approve the Minutes of the Council Meeting held on 11th December 2023 for Signing

4. Matters Arising from the Minutes not on the Agenda

5. Public Questions

6. Update of Actions List

<u>Ref.</u>	<u>Item Requiring Action</u>	<u>Resp</u>	<u>Action/Progress</u>
355c/21	Monitor OCC investigation of school extension project progress	IPO (OCC:KG)	Update from KG (11 Dec), OCC officers met the developer recently to discuss S278 and S106 agreements for the site. The developer is going to provide updated drawings following this meeting for review. Land transfer still pending, but unregistered land application currently with OCC Legal team which has been advised of urgency of resolution. OCC to meet with school head and governors following land transfer to confirm future extension plans. Additional funding would be subject to bid for OCC CIL money. ONGOING
317b/23	Access Roadway/track – A40-Marsh End-TSSC-Spencers Farm and Sewage Disposal Works	IPO	OCC Countryside Access Officer has asked Highways colleague to make site visit. ONGOING
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	2 quotations to clean & reinstate lettering for approx. £1,500 received. Obtaining 3 rd quotation in hand. War Memorial Trust grant to be investigated. Implementation to be considered within 2024/25 budget. ONGOING
38h/23	Purchase and installation of emergency generator at TSSC with SSEN and other grant funding.	IPO	Cost of purchase and installation £16,500. SSEN grant of £10,000 awarded. OCC Councillor Grant applications 1017-6339-9355-1552 and 6355-5862-9856-5728, and SODC Councillor Grant application CGS23-24/305 for balance submitted 14 Nov. ONGOING.
89a/23	Forward amended Lease agreement to TOLC for signing.	IPO	Lease amendments agreed 12 Sep. Meeting for signing in hand. ONGOING
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road access	IPO	Landowner permission granted for east side, but refused for west side. OCC has installation of east side and one other gate in hand. ONGOING
117d/23	Seek TSSC agreement for 'Winter Warmth' provision over Christmas period	IPO	Covered by TSSC published opening hours. COMPLETE
134b/23	Submit grant applications for emergency generator funding to OCC and SODC Councillor Grant schemes	IPO	OCC applications 1017-6339-9355-1552 and 6355-5862-9856-5728, and SODC application CGS23-24/305 submitted 14 Nov. COMPLETE
135/23	Seek OCC advice on siting of east-end village entrance gates	IPO	Siting beyond 30mph sign investigated by OCC Highways officer, Positive conclusion for south verge gate. Awaiting project costings from OCC ONGOING
141c/23	Advise Ecosurface PATCH contractor of interest in fencing replacement	SW	Contractor does not carry out fencing installation. COMPLETE
145a/23	Advise DTC of tree survey contract award	SM	DTC report received. Payment of £400+VAT invoice APPROVED 11 Dec. COMPLETE
163b/23	Submit precept request to SODC	IPO	Submitted 12 Dec. COMPLETE
163d/23	Submit grant acceptance form to SSEN	IPO	Awaiting confirmation of SODC grant funding and measures to complete costing. ONGOING
172a/23	Arrange for TOLC gate to be surface treated before delivery	IPO	See Item 11a(iv) below. COMPLETE

172b/23	Discuss TOLC sub-letting arrangements with TOLC organiser	IPO	Initial email discussion with TOLC organiser 12 Dec. Market average is ~£200/session, so £75/session as invoiced is not unreasonable. ONGOING
174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	
175a/23	Respond to OCC Road Lane Rental Scheme consultation	IPO	Support submitted 12 Dec. COMPLETE
176a/23	Make £200 donation to Open Spaces Society	IPO	Donation made 12 Dec. COMPLETE
176b/23	Advise EWE Talk of prohibition of making grants to Limited Companies	IPO	EWE Talk advised by email 12 Dec. COMPLETE
448b/21	Canvass support for possible First Aid training	SR	More than 12 residents registered interest. Possible course dates post April 2023 investigated. No local face to face training available. Re-visit when practicable. ON HOLD
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR	Proposal for substantial concrete base infrastructure rejected. Range of installation arrangements seen in neighbouring parishes. Investigation of and permissions for Village Green installation to be made spring 2024. Cut mature tree available free from local farmer. Alternative of lights in central village tree to be considered ON HOLD to spring 2024.
	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	Clerk/IPO	OCC has advised that, depending on its extent, a 20mph limit might allow for the crossing's suitability to be reassessed. Request for 20mph limit submitted February 2023 but implementation expected to take 18 months. ON HOLD
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 UNANIMOUSLY AGREED at June meeting. Installation ON HOLD until implementation of PATCH new surface project.

7. County Councillors' Reports

8. District Councillor's Report

9. Parish Councillor Reports

Finance

10. Monthly Financial Report. To Approve the report for December 2023.

11. Expenditure. To Approve signing of cheques, making electronic payments, and raising standing orders and direct debits.

a. Electronic Payments:

i.	L Freeth (Clerk salary inc backpay 1/4 - 31/12)	Employee Contract	£1,088.84
ii.	HMRC PAYE/NIC (Clerk)	Employee Contract	£98.68
iii.	Shield Maintenance (Dog Bins)	INV-7211	£25.99 inc VAT
iv.	Gates & Fences (TOLC gate treatment)	INV41952 (pd 05/12/23 FR3.4)	£59.00 inc VAT
v.	HM Land Registry (PATCH project)	(pd 09/11/23 FR3.4)	£39.90
vi.	Wiseserve (Domain renewal)	INV-22979	£33.60 inc VAT

b. Standing Orders:

i.	Wiseserve (IT Support)	INV-22259	£6.00 inc VAT per month
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c. Direct Debit:

i.	O2 (phone service)	05928908	£19.20 inc VAT per month
ii.	Nest Pensions (Clerk pension)	Employee Contract	£48.67
iii.	One Drive Storage	Contract	£1.99 inc VAT per month

12. To Consider / Discuss / Approve Further Financial Matters

- O2 Phone Contract.** To Note receipt of £78 cashback payment.
- Emergency Generator Funding.** To Note and Acknowledge receipt of £2,000 from OCC Councillor Grant Scheme.
- Community First Oxfordshire.** To Approve annual subscription renewal of £55 for 2024/25 when invoiced.
- Internal Audit.** To Approve reappointment of Jane Olds as Internal Auditor and Note submission of completed audit questionnaire. Actions required in 12e(i-iii) below.
- Internal Financial Controls:**
 - To Approve the Tetsworth Parish Council Internal Financial Control Policy.
 - To Appoint a Councillor to be responsible for internal financial control.
 - To Approve the Tetsworth Parish Council Bank Debit Card Procedure.
- Precept 2024/25.** To Note submission and receipt of precept form on 12th Dec 23.

Planning

13. To Note or Consider Planning Applications

- Application Ref: P23/S3005/FUL: Land at corner of High Street and Stoke Talmage Road Tetsworth Oxfordshire OX9**
Demolish derelict stable building and replace with steel framed storage building. To Note: Submission of Drainage Plan.

14. To Note Planning Applications Determined

- a. **Applications Ref: P23/S2713/HH and P23/S2714/LB: Emerton House 64 High Street Tetsworth OX9 7AB.**
Part demolition of existing c.19th century kitchen wing, lower walls to be raised and re-roofed to form additional accommodation at first floor. Full demolition of c.20th century conservatory to be replaced with new dining room structure. **Refused.**
- b. **Application Ref: P22/S3350/FUL: Land south-west of London Road near Tetsworth OX9 7AZ** Change of use of land from agricultural to equestrian involving the erection of stables building comprising 2 stable boxes, tack room, and feed store, alongside the creation of a sand-school and formation of hard-standing to facilitate access. (as amended to show turning area and visibility splays received 4 September 2023). **Granted.**

15. To Note Planning Applications Awaiting Decision

- a. **Application Ref: P23/2989/HH Laurel Cottage 15 Silver Street Tetsworth OX9 7AR** A two storey side extension and a single storey front extension. Existing garage to be demolished and new enlarged garage to be constructed.
- b. **Application Ref: P23/S3835/S73 Moreton Park Moreton OX9 2HT.** Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL changes to layout, orientation and design of dwelling and decrease in volume. (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping).
- c. **Application Ref: P23/S2185 9 Silver St Tetsworth OX9 7AR** Demolish 3-bedroom bungalow. Erect 4-bedroom chalet bungalow. (Arboricultural reports submitted 29 August 2023). (Ecology Reports received and amended plans received 14 November 2023, showing revised design to dormer window above the garage and the dwelling moved forward by approximately 1.3m within the plot to create a larger rear garden).

16. Tetsworth NDP Review To Receive Steering Group progress report.

17. To Discuss Any Further Planning Issues

- a. **Caravans. To Note** any progress on the Enforcement investigation at Oxfordshire Way field alongside Stoke Talmage Rd.
- b. **Joint Local Plan 2041 Consultation. To Discuss** provisional response to consultation, open until 21 February 2024.

18. To Note any further Planning Considerations received after Agenda publication

Recreation Areas

19. PATCH

- a. **Routine Inspections. To Receive** report.
- b. **Surface Replacement and Fencing Projects. To Discuss** implementation plans for the artificial surface and funding of fencing project.

20. Adult Fitness

- a. **To Consider** delayed SODC 'Active Communities' Outdoor Coaching Session organiser's site visit.

21. Tetsworth Outdoor Learning Centre (TOLC)

- a. **Replacement TOLC Gate. To Discuss** installation arrangements.

Communications

- a. **SLCC Newsletter. To Note** SLCC and NALC efforts to clarify scope of local council funding of places of worship.
- b. **Oxfordshire Councils Charter. To Consider** response to the draft Charter consultation, open until 11 Feb 2024.
- c. **HIA Handyman Scheme. To Note** request for advertising material and inclusion in Newsletter circulation.

Village Environment

- a. **Tree Survey. To Consider** Implementation of report recommendations.
- b. **TSSC Building Lease. To Note** Business Rates enquiry and **Discuss** revision of 25-year arrangement in light of changes to trustees (Adrian Hope vice Joe Hope and John Redman vice Albert Redman, both by succession).
- c. **Damage to grass area at the top of the Jitty.** To note damage caused by OCADO delivery van. OCADO have accepted liability. TPC needs to arrange ground repair and refund of cost from OCADO on completion.

Highways, Byways & Transport

- a. **Stoke Talmage Road Closure. To Publicise** the temporary road closure from 22 to 26 January 2024.
- b. **OCC Lane Rental Scheme. To NOTE** consultation meeting

Correspondence

25. a. None received.

26. Items for Next Agenda Not Already Mentioned

To Note any such items.

Date of the Next Meeting

27. The next meeting will be held on **Monday 12th February 2024 at 1930.**

To Close the Meeting

28. **To Note** time of closure.

Open Forum

A handwritten signature in black ink, appearing to read "Paul Carr", with a long horizontal flourish extending to the right.

Paul Carr
Interim Proper Officer & RFO