

Tetsworth Parish Council

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CENTRE

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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 12th February 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 8th January 2024 for Signing

4. To Approve the Minutes of the Extraordinary Council Meeting held on 23rd January 2024 for Signing

5. Matters Arising from the Minutes not on the Agenda

6. Public Questions

7. Update of Actions List

Ref.	Item Requiring Action	Resp	Action/Progress
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
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. Further discussion of options in spring 2024. 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 £13,749 + VAT. SSEN grant of £10,000 awarded. OCC/SODC Councillor Grants totalling £3,448 received. Funding of remaining shortfall to be considered. See items 14b/c. ONGOING.
89a/23	Obtain TOLC signature on amended TOLC Lease agreement	IPO	Lease amendments agreed 12 Sep. Meeting for signing in hand. Session charges deemed acceptable. Further amendment may be necessary resulting from possible management changes 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	Period of required cover past. COMPLETE
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting beyond 30mph sign investigated by OCC Highways officer, Positive conclusion for south verge gate. OCC quotation of cost to TPC of £2889.62 inc VAT if implemented FY 2023/24. ONGOING
163d/23	Submit grant acceptance form to SSEN	IPO	Following conversation with SSEN agent 5 Feb, form submitted. Revised quote to be forwarded when available. See item 14c. COMPLETE
172b/23	Discuss TOLC sub-letting arrangements and charges with TOLC organiser	IPO	Initial email discussion with TOLC organiser 12 Dec. Market average is approx. £200/session, so £75/session as invoiced is not unreasonable. ONGOING

174b/23	Investigate means of deterring unauthorized vehicle access to Village Green	CT	Variety of post and post and chain boundaries seen in neighbouring parishes. Indicative costs to be investigated. ONGOING
192d/23	Confirm Internal Auditor reappointment to Jane Olds	IPO	Confirmation sent 18 Jan. COMPLETE
192e/23	Post approved Internal Financial Control policies on TPC website.	IPO	Posted 11 Jan. COMPLETE
197b/23	Submit completed Joint Local Plan 2041 'Nutshell' consultation survey to SODC	IPO	Submitted and acknowledged 11 Jan. COMPLETE
201a/23	Install replacement TOLC gate	TPC	Planned for action in milder weather. ONGOING
203a/23	Seek quotations for tree maintenance actions recommended by Tree Survey	IPO	Requests issued to potential contractors 11 Jan. Arbostar quotation of £1,734 inc VAT received 15 Jan. DTC quotation for £1,152 inc VAT received 24 Jan. See item 25a. COMPLETE
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill OCADO for cost.	IPO	Contractor has been contacted and quote awaited. ONGOING
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
592a/21	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.

8. County Councillors' Reports

9. District Councillor's Report

10. Parish Councillor Reports

Parish Council Policies

11. New Policies To Approve the following new policies:

- a. Dignity at Work Policy.
- b. Equality and Diversity Policy.
- c. Grievance Policy.

Finance

12. Monthly Financial Report To Approve the report for January 2024.

13. 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 £67.80 HMRC rebate) Employee Contract | £552.29 |
| ii. | Shield Maintenance (Dog Bins) 7288 | £25.99 inc VAT |
| iii. | Community First Oxfordshire (membership) email form paid, see 192c/23 | £55.00 |

b. Standing Orders:

- | | | |
|----|----------------------------------|-------------------------|
| i. | Wiseserve (IT Support) INV-23218 | £6.00 inc VAT per month |
|----|----------------------------------|-------------------------|

c. Direct Debit:

- | | | |
|-----|-----------------------------|--------------------------|
| i. | O2 (phone service) 05928908 | £19.20 inc VAT per month |
| ii. | One Drive Storage Contract | £1.99 inc VAT per month |

14. To Consider / Discuss / Approve Further Financial Matters

- a. **Tetsworth Primary School CIL Grant. To Note** school use of £5,000 grant on trim trail improvements.
- b. **SODC Councillor Grant. To Note** acceptance and receipt of £1,448 grant from SODC towards emergency generator purchase and installation.
- c. **TSSC Generator Installation. To Note** request from SSEN for recent quote (site visit arranged for 12th or 15th Feb) and to **Approve** TPC funding of any reasonable shortfall, currently identified as £301.

Planning

15. To Note or Consider Planning Applications

- a. **Application Ref: P24/S0196/AG: Oxhouse Farm near Tetsworth OX9 7BT** Proposed construction of a track to carry farm machinery. (**Consultation extended to 13 Feb 24**)

- b. **Application Ref: P24/S0234/DIS:** Moreton Park Moreton OX9 2HT Discharge of condition 7 (landscaping (incl hardsurfacing and boundary treatment) on application P23/S3835/S73 Variation of condition 8 (landscaping) on application P23/S1179/S73 (Variation of condition 2 (approved plans) on application Ref. P21/S2114/FUL (Demolition of the existing agricultural barn and the erection of a single dwelling with associated works and landscaping) - changes to layout, orientation and design of dwelling and decrease in volume.
- c. **Application Ref: P24/S0233/HH: 8 Marsh End Tetsworth OX9 7AU** Erection of single-storey side and front extensions, front dormer extension, and fenestration changes. ([Consultation to 16 February](#)).

16. **To Note Planning Applications Determined**

- a. **Applications 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**
- 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). **Condition Discharged**
- c. **Application Ref: P24/S0205/DIS: Moreton Park Moreton OX9 2HT** Discharge of condition 2(materials) on application ref. P23/S3835/S73 (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)). **Condition Discharged**
- d. **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 1.3 metres within the plot to create a larger rear garden). **Granted**

17. **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/S3587/DIS: Harlesford Farm, Tetsworth OX9 7BX** Discharge of condition 4 (surface water drainage) on application P23/S1081/FUL (Farm building with apron).
- c. **Application Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.
- d. **Application Reference: P24/S0004/HH: 12 Back Street, Tetsworth OX9 7AA** Single storey extensions to east and west side elevations and a rear extension. New roof.

18. **Tetsworth NDP Review To Receive** Steering Group progress report.

19. **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. **OCC Community Emergency Plan Annual Survey. To Review** Tetsworth Emergency Plan and associated GDPR consents. Submission of forms required by 1 April.

20. **To Note any further Planning Considerations received after Agenda publication**

Recreation Areas

21. **PATCH**

- a. **Routine Inspections. To Receive** report.
- b. **Resurfacing Project. To Note** clarification of grant funding application to SODC on 29 January and **Consider** SODC invitation to submit photographic evidence and address the Community Grants Panel on 29 February.
- c. **Oxfordshire Smokefree Community Fund. To Consider** OCC scheme for funding signage for play areas.

Adult Fitness

- 22. a. **SODC Specialist Site Visit.** Update

Tetsworth Outdoor Learning Centre (TOLC)

- 23. a. **Future Management Arrangements.** Update

Communications

- 24. a. **Discovering Cooperatives. To Publicise** free workshop at Didcot on 14 February.
- b. **Rural Community Housing Needs. To Consider** Community First Oxfordshire's attending online capacity to undertake rural housing analysis tasks and **Note** its 5 February online meeting.
- c. **Gigaclear Ultrafast Broadband. To Consider** offer of a local engagement meeting.

- d. **Consultation of Joint Local Plan 2041. To Note** programme of SODC engagement meetings.
- e. **OALC January 2024 Newsletter. To Note** topics relevant to Tetsworth.

Village Environment

- 25. a. **Tree Maintenance. To Consider** appointment of contractor to undertake identified maintenance requirements.
 - b. **Great British Spring Clean. To Consider** SODC support for community litter pick.
 - c. **Biodiversity Policy. To Discuss** development of a Biodiversity Policy Statement for Tetsworth.
26. **Highways, Byways & Transport**
- a. **20mph Speed Limit. To Note** OCC Environment and Place draft scheme proposals for Tetsworth and response.

Correspondence

- 27. **Multi-plot Field Ownership Query. To Note** resident email enquiry and response of 8 January.

28. Items for Next Agenda Not Already Mentioned

To Note any such items.

29. Date of the Next Meeting

The next meeting will be held on **Monday 10th March 2024 at 1930.**

30. To Close the Meeting

To Note time of closure.

Open Forum



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