

# Tetsworth Parish Council

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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 8<sup>th</sup> April 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 11<sup>th</sup> March 2024 for Signing**
4. **To Approve the Minutes of the Extraordinary Council Meeting held on 19<sup>th</sup> March 2024 for Signing**
5. **Matters Arising from the Minutes not on the Agenda**
6. **Public Questions**
7. **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)	OCC met developer in Dec 23 to discuss S278 and S106 agreements. Permanent fencing now installed. Developer providing updated drawings for review. Land transfer still pending, but unregistered land application with OCC Legal team. OCC to meet with school head and governors after land transfer to confirm future plans. Funding subject to bid for OCC CIL money. <b>ONGOING</b>
482c/21	Consider Christmas tree and outdoor decorations purchase / installation on Village Green for 2024	SR, KB	Images of favoured removable surface metal frame circulated. Potential local manufacturers to be identified and cost obtained. Permission for installation on Village Green to be made. Alternative lights in central village tree still under consideration. <b>ONGOING</b>
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. <b>ONGOING</b>
392d/23	War Memorial cleaning. Obtain quotations and submit grant request to War Memorial Trust.	SM	Quotations to clean & reinstate lettering £1,250, and 2 for cleaning only £1,950 and £820. War Memorial Trust grant application on hold. Implementation to be considered in FY2024/25. <b>ONGOING</b>
38h/23	Purchase and installation of emergency generator at TSSC with SSEN and other grant funding.	IPO	Full funding achieved. <b>Contract placement transferred to Action 253a/23. COMPLETE.</b>
91b/23	Monitor progress of installation of kissing gate to Oxfordshire Way on Stoke Talmage Road and Parkers Hill access points	IPO	Landowner permission granted for east side, but refused for west side Stoke Talmage Rd. OCC has installation of east side and Parkers Hill gates in hand. Progress report requested. <b>ONGOING</b>
135/23	Seek OCC advice on siting and costs of east-end village entrance gates	IPO	Siting of south verge gate beyond 30mph sign supported by OCC Highways officer. Cost in order of £3,000 inc VAT. Implementation to be considered for FY2024/25 expenditure. <b>ONGOING</b>
163d/23	Submit grant acceptance form to SSEN	IPO	Re-costed quote and full funding commitment accepted by SSEN 12 Mar. Release of SSEN grant in hand. <b>COMPLETE</b>
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. <b>ONGOING</b>
201a/23	Install replacement TOLC gate	TPC	Planned for action in milder weather. <b>ONGOING</b>
203c/23	Engage local contractor to repair Jitty grass damage and subsequently bill OCADO for cost.	IPO	Contractor quote of £120 accepted and tasked. Cost to be recovered from Ocado. <b>ONGOING</b>
249a/23	Submit request for free King Charles III portrait	IPO	Order 27635 placed 14 Mar. Delivery awaited. <b>ONGOING</b>

250a/23	Publish Biodiversity Policy Statement on TPC website	IPO	Published 12 Mar. <b>COMPLETE</b>
250b/23	Submit Tetsworth Emergency Plan to OCC	IPO	Submitted. <b>COMPLETE</b>
250c/23	Request previous Clerk to delete TPC Facebook account	IPO	Requested. <b>COMPLETE</b>
250d/23	Book TMH for Annual Meeting of the Parish on 22 May	IPO	Booking confirmed 14 Mar. <b>COMPLETE</b>
253a/23	Place order for Emergency Generator once SSEN grant released	IPO	SSEN grant of £10,000 received. To Approve placement of contract and payment of 75% deposit of ~£10,898.25 once invoiced. <b>ONGOING</b>
253b/23	Mail Form SSP1 to Clerk	IPO	Sent and received 16 March <b>COMPLETE</b>
260/23	Obtain Creative Play quote for PATCH beam repair	SM	Quote 27113 for £634.20 inc VAT received 13 Mar. Finance <b>Approved</b> at TPC Extraordinary Meeting 19 Mar and order placed. <b>COMPLETE</b>
264e/23	Advise TMH committee of ACRE Village Hall Grant scheme	IPO	TMH advised. <b>COMPLETE</b>
264f/23	Advise Affinity Lottery that Tetsworth will not pursue scheme	IPO	Affinity advised by email 12 Mar. <b>COMPLETE</b>
266a/23	Deliver Tetsworth Common access letter to 29-32 Marsh End and White Lion addresses	SR	Delivered 13 Mar. <b>COMPLETE</b>
266c/23	Submit EOI for SODC CIL Grant funding for Pedestrian Crossing project	IPO	On hold pending available capacity. EOI window closes 5 Apr. <b>ONGOING</b>
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. <b>ON HOLD</b>
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	Clerk/IPO	OCC advice that proposed 20mph limit might allow the assessment of the crossing's suitability to be reconsidered. <b>ON HOLD</b>
18b/23	Roundabout repair / re-installation	Clerk/IPO	Cost to reinstall the equipment (Creative Play) £450 + new bearing at £265 <b>UNANIMOUSLY AGREED</b> at June meeting. Installation <b>ON HOLD</b> until implementation of PATCH new surface project.

## 8. County Councillors' Reports

## 9. District Councillor's Report

## 10. Parish Councillor Reports

### Parish Council Administration

#### 11. a. **Parish Clerk.**

- i. **To Acknowledge** the stepping down of Mrs Linda Freeth as Clerk.
- ii. **To Note** that notifications of change of address and contact details have been sent to the relevant organisations.
- iii. **To Approve** the draft contract of employment for a Parish Clerk.
- iv. **To Approve** the draft advertisement for a replacement Parish Clerk for publication.

#### b. **Council Policies and Regulations.**

- i. **To Adopt** the Document Management and Disposal Policy.
- ii. **To Adopt** the revised Financial Regulations, incorporating the Bank Debit Card Procedure, and **Approve** withdrawal of the separate Bank Debit Card procedure.
- iii. **To Approve** the remainder of the Council's regulations and policies for use during the 2024/25 Council Year:
  - a. Code of Conduct.
  - b. Standing Orders.
  - c. Co-option Policy.
  - d. Remote Council Meeting Policy.
  - e. Internal Financial Control Policy and Checklist.
  - f. Risk Assessment.
  - g. Asset Register.
  - h. Dignity at Work Policy.
  - i. Equality and Diversity Policy.
  - j. Employee Sickness and Absence Policy.
  - k. Expenses Policy.
  - l. Grievance Policy.
  - m. Freedom of Information Policy.
  - n. Publication of Information Policy.
  - o. Social Media Policy.
  - p. Media Policy.
  - q. Biodiversity Statement and Policy.
  - r. Graffiti Removal Policy.

c. **Annual Meeting of the Parish. To Consider** arrangements for the meeting planned for 22 May.

## **Finance**

12. **Monthly Financial Report To Approve** the report for March 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) (SSP 1-4 Mar)	Employee Contract (Paid Mar iaw FR3/4)	£50.12
ii.	HMRC (Clerk PAYE)	Employee Contract (Paid Mar iaw FR3/4)	£12.40
iii.	TMH (Meeting Room Hire 2023/24)	Invoice 2230 (Paid Mar iaw FR3/4)	£252.00 inc VAT
iv.	Shield Maintenance (Dog Bins)	Invoice 7479	£25.99 inc VAT
v.	Devey Tree Care (Req'd survey work)	Invoice 3611	£1,152.00 inc VAT
vi.	QuickFixIT (website hosting)	Invoice 1153	£107.52 (no VAT)
vii.	360 Landscapes (grass cutting)	Invoice SI-10843	£594.00 inc VAT

### **b. Standing Orders:**

i.	Wiseserve (IT Support)	Invoice 24131	£6.00 inc VAT per month
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### **c. Direct Debit:**

i.	O <sup>2</sup> (phone service)	05928908	£19.68 inc VAT per month
ii.	One Drive Storage	Contract	£1.99 inc VAT per month

14. **To Consider / Discuss / Approve Further Financial Matters**

a. **O<sup>2</sup> Phone Service. To Note** increase in monthly Direct Debit payment from £19.20 to £19.68 with effect from March 2024.

b. **AGAR 2023-24. To Note** receipt of the notification of requirement to submit on or before 20<sup>th</sup> June 2024.

## **Planning**

15. **To Note or Consider Planning Applications**

a. **Application Ref: P24/S0933/HH: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. (**Respond by 20 April**).

b. **Application Ref: P24/S0934/LB: Emerton House 64 High Street OX9 7AB** Repairs to roof, ceiling and windows at first floor. Replacement of existing modern conservatory with a new single storey extension. (**Respond by 20 April**).

c. **Application Ref: P24/S1018/FUL: Mount Hill Farm High Street** Erection of an agricultural building with associated works. (**Respond by 23 April**).

d. **Application Ref: P24/S0904/S73: Moreton Park Moreton OX9 2HT** Removal of condition 4 (vision splay dimensions) 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 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). (**To Note only**)

16. **To Note Planning Applications Determined**

a. **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. **Condition Not Discharged**.

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). **Condition Discharged**.

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 Reference: P23/S4191/FUL: Claridge Barn Chiltern View Tetsworth OX9 7AL** Conversion of stables building to three dwellings with gardens and parking.

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

19. **To Discuss Any Further Planning Issues**

a. **Caravans on Talmage Rd/Oxfordshire Way Multi-plot Field. To Note** SODC Enforcement investigation progress.

b. **Multi-plot Field off Stoke Talmage Road. To Note** planning email enquiry of 20 March and response.

c. **Toll Lodge Farm. To Note** ongoing Enforcement Action being considered by SODC Legal officers.

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

**Recreation Areas**

21. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection. To Receive** report.
22. **PATCH**
- a. **Play Inspection Company Report. To Consider** report findings and free-of-charge re-inspection conclusions.
  - b. **Creative Play Repair. To Note** arrangements for beam repair during week commencing 22 April.
  - c. **Resurfacing Project. To Note** the receipt of a £3,000 grant from the Cozens Bequest and that funding of 50- 75% of the £24,999 requested from the SODC Capital Grant Scheme is awaiting Cabinet Member approval.
23. **Adult Fitness**
- a. **SODC Specialist Site Visit.** No update.
24. **Forest School**
- a. **Fire Inspection. To Note** outcome of correspondence between Free Range Foxes and Thame Fire & Rescue Service.

**Communications**

25. a. **London (Oxford) Airport Airspace Change Proposal. To Consider** responding to consultation.
- b. **Playing Pitches and Leisure Facilities. To Consider** responding to SODC consultation.
- c. **CPRE Green Defenders. To Consider** publicising recruitment flyer.
- d. **OCC Let's Talk Oxfordshire Customer Experience Strategy. To Note** consultation which closed on 1 April.
- e. **SODC South News. To Note** publication of the relevant items.
- f. **OCC Initiatives Update.**
- i. **To Note** publication of the items on fostering, 'swap to stop' and the digital phone switchover.
  - ii. **To Consider** responding to the Fire & Rescue Service consultation on reducing false alarms.
- g. **Police & Crime Commissioner. To Note** local publication of letter to Town and Parish Councils and election on May 2nd.
- h. **Citizen' Advice. To Note** local publication of advice on debt and negative budgets.
- i. **SSEN Digital Toolkit. To Note** publication of the relevant items.

**Village Environment**

26. a. **Village Daffodil Planting. To Consider** a donation for the purchase of daffodil bulbs to be planted on village verges.
- b. **Shield Dog Waste Bin Reports. To Receive** the reports for January and February 2024.

**Highways, Byways & Transport**

27. a. No relevant items received.

**Correspondence**

28. **Thame & Wheatley Ramblers. To Note** request for publication of the latest poster has been actioned.

29. **Items for Next Agenda Not Already Mentioned**

**To Note** any such items.

30. **Date of the Next Meeting**

The next meeting will be held on **Monday 13<sup>th</sup> May 2024 at 1930.**

31. **To Close the Meeting**

**To Note** time of closure.

**Open Forum**



Paul Carr  
Interim Proper Officer & RFO