

# 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 11<sup>th</sup> March 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 12<sup>th</sup> February 2024 for Signing**
4. **Matters Arising from the Minutes not on the Agenda**
5. **Public Questions** None notified.
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)	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	Proposal for substantial concrete base infrastructure rejected. Removable surface metal frame favoured. Photos to be circulated by KB. Permissions for Village Green installation to be made spring 2024. Alternative lights in central village tree still to be considered. <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	<b>Updated quote £14,531 + VAT.</b> Grants of £13,338 awarded. Funding of remaining shortfall from Council funds agreed in principle. <b>See 163d/23 below. ONGOING.</b>
91b/23	Monitor progress of installation of kissing gates 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. <b>ONGOING</b>
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 FY2023/24. <b>See Item 13c4 below. ONGOING</b>
163d/23	Submit grant acceptance form to SSEN	IPO	Following discussion with SSEN agent 5 Feb, Acceptance Form submitted. <b>Re-costed quote to be forwarded for release of funds. ONGOING</b>
172b/23	Discuss TOLC sub-letting arrangements and charges with TOLC organiser	IPO	Charges considered reasonable. New organiser in place. Revised lease forwarded to new organiser for comment or signature, 19 Feb. <b>See Item 23. 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	BLWS quote received for £120. <b>Vote required to APPROVE work. ONGOING</b>
223/23	Publish new Parish Council policies on TPC website	IPO	Published, <b>COMPLETE</b>

231b/23	Emergency Plan. Ask TMH committee for implications of kitchen refurbishment extending beyond 1 Apr	IPO	Email to TMH committee, 15 Feb. Revised plan circulated 24 Feb. <b>COMPLETE</b>
233/23	Purchase defibrillator battery	SR	Purchased, <a href="#">CHT Invoice 20136 refers</a> . <b>COMPLETE</b>
234a/23	Attend SODC Community Grants Panel meeting, 29 Feb	IPO	IPO attended virtually. Submission made; outcome awaited. <b>COMPLETE</b>
237d/23	Arrange Gigaclear local engagement meeting	IPO	Online Teams meeting 22 Feb. <a href="#">See Item 18d below</a> . <b>COMPLETE</b>
238a/23	Place tree maintenance contract with DTC, and advise losing tenderer.	IPO	Contract placed, 13 Feb, Work scheduled for 27 Mar. <b>COMPLETE</b>
238c/23	Draft Biodiversity Policy Statement	IPO	Draft circulated, 15 Feb, <b>COMPLETE</b>
592a/21	Seek further advice from OCC Highways on High Street pedestrian crossing design / siting solutions.	IPO	OCC advise that the proposed 20mph limit might affect the assessment of the crossing's suitability to be reassessed. <a href="#">See also Item 26c</a> . <b>ONGOING</b>
448b/21	<a href="#">Canvass support for possible First Aid training</a>	SR	<a href="#">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></a>
18b/23	<a href="#">Roundabout repair / re-installation</a>	Clerk/IPO	<a href="#">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.</a>

## 7. County Councillors' Reports

## 8. District Councillor's Report

## 9. Parish Councillor Reports King Charles III Framed Portrait

### Parish Council Administration

10. a. **Biodiversity Policy Statement. To Approve** new policy.
- b. **Tetsworth Emergency Plan. To Approve** reviewed plan for adoption and submission to OCC.
- c. **Social Media Presence. To Consider** future use of Council Facebook account. Contact from a previous Clerk shows the existence of a TPC page, unused since circa 2015.
- d. **Annual Meeting of the Parish. To Agree** a date for the Annual Meeting of the Parish, to be between 1<sup>st</sup> March and 1<sup>st</sup> June 2024.

### Finance

11. **Monthly Financial Report To Approve** the report for February 2024.
12. **Expenditure To Approve** signing of cheques, making electronic payments, and raising standing orders and direct debits.
  - a. **Electronic Payments:**

i.	L Freeth (Clerk salary)	Employee Contract (SSP)	£527.23
ii.	Shield Maintenance (Dog Bins)	Invoice 7383	£25.99 inc VAT
iii.	OALC Annual Membership	T00280/2024/1	£168 inc VAT
iv.	The Play Inspection Company	Invoice 67458	£198.00 inc VAT
  - b. **Standing Order:**

i.	Wiseserve (IT Support)	INV-23699	£6.00 inc VAT per month
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  - c. **Direct Debits:**

i.	O2 (phone service)	05928908	£19.20 inc VAT per month
ii.	One Drive Storage	Contract	£1.99 inc VAT per month
13. **To Consider / Discuss / Approve Further Financial Matters**
  - a. **SEEN Generator Installation. To Approve** Council financial contribution ([see 13c3 below](#)) and placement of purchase and installation contract subject to receipt of acceptable revised quote.
  - b. **Clerk Salary/Sick Pay. To Note** the requirement to send Form SSP1 to the Clerk stating that the 28-week period of sick pay ended on 4th March 2024 and to **APPROVE** it for signing.
  - c. **To Approve** the following end-of-year transfers from the 2023/24 budget:
    - 1 £350 from tree maintenance to a tree survey work earmarked fund against the bill for work required by the survey, expected April 24.
    - 2 £416.72 from the Patch play area 2023/24 budget to the play area earmarked fund. To **note** the possible use of some/all of this fund for the resurfacing project subject to the size of SODC grant allocated.
    - 3 £504.65 from the S137 budget and £688.35 from the year-end surplus to the TSSC generator project earmarked fund to offset the projected grant funding shortfall of £1,193.00.
    - 4 The remaining year-end budget funds (projected to be £2,309.84), to an earmarked fund towards the installation of wicket gates, with associated road markings, at the eastern end of the village in 2024/25.

14. **To Note or Consider Planning Applications None**
15. **To Note Planning Applications Determined**
- a. **Application Ref: P24/S0196/AG: Oxhouse Farm near Tetsworth OX9 7BT** Proposed construction of a track to carry farm machinery. **Agricultural development, Application not Required.**
  - b. **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. **Granted**
  - 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. **Granted**
16. **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 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.
17. **Tetsworth NDP Review To Receive** Steering Group progress report.
18. **To Discuss Any Further Planning Issues**
- a. **Caravans on Talmage Rd/Oxfordshire Way Multi-plot Field. To Note** SODC Enforcement investigation progress.
  - b. **Toll Lodge Farm. To Note** SODC Enforcement follow-up action on outstanding Enforcement Notice.
19. **To Note any further Planning Considerations received after Agenda publication**

### **Recreation Areas**

20. **Routine Play Area, Adult Exercise Equipment and Defibrillator Inspection. To Receive** report.
21. **PATCH Resurfacing Project. To Review** current funding status.

### **Adult Fitness**

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

### **Forest School**

23. **Future Management Agreement. To Approve** updated tenancy agreement with Free Range Foxes Forest School and present for signing.

### **Communications**

24. a. **Rural Services Bulletin. To Note** article on Rural Exception Sites.
- b. **OCC Initiatives and Campaigns. To Note** publicity of online notification of services and support schemes.
- c. **SODC/VoWH Support of Ukrainian Families. To Note** publicity of 2 year support statement.
- d. **Garden Waste Bin Collection Service. To Note** publicity of revised SODC payment arrangements.
- e. **OALC February 2024 Newsletter. To Note** items relevant to Tetsworth including ACRE Village Hall Grant scheme on p9.
- f. **Affinity Lottery Scheme. To Consider** a response to Woods Valldata's enquiry about setting up a fundraising lottery scheme in Tetsworth.
- g. **SODC Compost Giveaway. To Note** publicity of this event.

### **Village Environment**

25. **Gigaclear Full-Fibre Broadband Infrastructure. To Discuss** company presentation.

### **Highways, Byways & Transport**

26. a. **Access to Tetsworth Common from Marsh End Gardens. To Consider** notifying householders of access regulations.
- b. **Parish Transport Representative Meeting. To Note** apology to OCC for absence at 19 March meeting.
- c. **Pedestrian Crossing Project. To Consider** possible application for financial support from SODC CIL Grant Fund.
- d. **Vision Zero Road Safety Strategy & Action Plan. To Note** Councillor responses to consultation.
- e. **To Note** notification of three upcoming road closures in May and June 2024, for publicity nearer the time.

### **Correspondence**

27. a. **Multi-plot Field off Stoke Talmage Road. To Note** email development enquiry of 28 February and response.  
b. **Parish Council insurance. To Note** submission of Pre-Renewal Questionnaire to Gallagher, due by 1<sup>st</sup> April, for quote preparation. Sums insured unchanged, having been updated throughout the year. Insurance renewal date is 1<sup>st</sup> June.
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 8<sup>th</sup> April 2024 at 1930.**
30. **To Close the Meeting**  
**To Note** time of closure.

### **Open Forum**



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